



Gunner's Mate (GM)

October 2021





United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Gunner's Mate community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Gunner's Mate?

Gunner's Mate roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Gunner's Mate roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Gunner's Mate "A" School at Great Lakes, Illinois, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:



GM CAREER PATH (SW)



Gunner's Mate (GM). GMs are responsible for the operation and maintenance of guided missile launching systems, gun mounts and other ordnance equipment, as well as small arms and magazines. They work with electrical and electronic circuitry and mechanical, hydraulic and pneumatic systems.

| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO ADVANCE | COMMISSIONING OR OTHER SPECIAL PROGRAMS | SEA/ShORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |
|------------------|--------------------|-------------------------|--|----------------|--|
| 24-30 | GMCM | 20.7 Yrs | CSEL, Enlisted Comm. Mgr. | 36 | 4 th Shore Tour Billet: Inspector, Weapons Manager, Systems Analyst, Instructor. Duty: FLAG STAFF, TSC, NMC |
| 21-24 | GMCM GMCS | 20.7 Yrs 17.4 | CSEL, DEVGRU, CWO, Senior Enlisted Academy | 42 | 4 th Sea Tour Billet: LCPO. Duty: CVN, NECC, DEVGRU |
| 18-21 | GMCS GMC | 17.4 Yrs 12.3 | CWO, CSEL, Instructor, RDC, Recruiter, Senior Enlisted Academy | 36 | 3 rd Shore Tour Billet: ECM/TECHAD, Inspector, Lead Instructor, Rating SME, Program Mgr. Duty: BUPERS, ATG, CSCS, OPTEVFOR, NSW, SURFLANT/PAC, TSC, NMC |
| 14-18 | GMCS GMC GM1 | 17.4 Yrs 12.3 7.5 | LDO, CWO, CSEL, CORIVRON, DEVGRU, PC, Senior Enlisted Academy | 48 | 3 rd Sea Tour Billet: Weapons Administrator, LCPO, Lead Gunner's Mate 3MC. Duty: Ship, CORIVRON. Qualification: CSC/SUWC/ECO ITT, CSTT, Patrol Leader TOCWO/MOCWO, ATTWO |
| 11-14 | GMCS GMC GM1 | 17.4 Yrs 12.3 7.5 | LDO/CWO, OCS, MECP, CSEL, Instructor, RDC, Recruiter | 36 | 2 nd Shore Tour Billet: Instructor, Assessor, RDC, Recruiter, Tech Rep, RMC Range Master, Inspector. Duty: CSCS, ATG, TSC, RTC, NRD, RTC, NMC, AMMOLANT/PAC, TSC Qualification: ATS, MTS, NMTI, OHSAT |
| 8-11 | GMC GM1 GM2 | 12.3 Yrs 7.5 3.2 | LDO, OCS, MECP, CORIVRON, DEVGRU, PC | 54 | 2 nd Sea tour EXW/SPECWAR Billet: WCS, LPO, LCPO, Armorer, Ammo Admin. Duty: Ship, CORIVRON, SPECWAR, EOD. Qualification: Warfare Coord., CSTT Evaluator, VBSS Leader, ATTT Leader, Patrol Leader TOCWO/MOCWO, CSOOW, ATTWO |



GM CAREER PATH (SW)



| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO ADVANCE | COMMISSIONING OR OTHER SPECIAL PROGRAMS | SEA/ShORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |
|------------------|---|-------------------------|--|----------------|---|
| 5-8 | GM1 GM2 GM3 | 7.5 Yrs 3.2 1.8 | STA-21, OCS, MECP, Instructor, RDC, Recruiter, | 36 | 1 st Shore Tour Billet: Instructor, Armorer, RDC, Recruiter, Maintenance Technician, Ammo Admin. Duty: NSWC, CSCS, RTC, NRD, NMC, TSC. Qualification: ATS, MTS, NMTI |
| 2-5 | GM2 GM3 | 3.2 Yrs 1.8 | STA-21, Naval Academy | 54 | 1 st Sea Tour/Spec War/EXW Billet: Technician, Armorer, Ammunition Administration. Duty: Ship, CORIVRON, DEVGRU. Qualification: CSTT, ATTT, SCAT, VBSS, Mount Captain, Safety, ESWS, EXW, EAWS. CSOOW |
| 1+/- | GM3 GMSN GMSA Accession Training | 1.4 Yrs | | | Recruit Training, "A" and "C" Schools |

Notes:

- "A" School is not required. Security Clearance is required.
- Deployable Sea and Land components located in the 7th Fleet AOR, 6th Fleet AOR and 5th Fleet AOR are extremely arduous with deployable units being out of homeport well above CONUS average.
- Instructor Duty and Training Support Center billets can prevent a member from being in a leadership position. This fact is due to the sheer number of Chief Petty Officer and First Class billets at schoolhouses/TSC.
- GM's serving in non-traditional, but operational billets to include Joint Billets may not have an opportunity to earn their EAWS or ESWS pin, but are expected to earn EXW or command applicable Warfare Pin.
- GMs are anti-terrorism/force protection supervisors for CG, DDG, LCS, CRG's and other operational units. NEC 717B Small Arms Marksmanship Instructor and 718B Crew Served Weapon Instructor is a primary for GM's to instruct Sailors in operation, maintenance, and proficiency of small arms and crew served weapons (weapons needing more than one operator). NEC 787A Enhanced Organizational Maintenance armorer (NSW/NECC), provides support and maintenance for weapons and night vision devices unique to SPECWAR. NEC 814A Ammunition Administrators are responsible for requisition, distribution and disposition of all ammunition.
- Tours at NPC and BUPERS require special screening and are highly competitive in nature.
- GM's are often sought out for special assignments that require various screenings. These include but are not limited to: NECC, CORIVRON, DEVGRU, SPECWAR, TOC/MTOC.



GM CAREER PATH (SW)



8. The Littoral Combat Ship (LCS) uses a Train to Qualify (T2Q) concept. These Sailors will be in a T2Q (ACC 106) status while they receive the unique training required to fill these hybrid billets. LCS' hybrid billets require significant training time, up to 18 months. Periodic and transfer evaluations while in T2Q will normally be "Not Observed" or will lack competitive rankings. T2Q time does not count against sea tour requirement. Sea shore flow may appear abnormal due to significant training time required. "Off-hull" time is used for unit level training, qualification, technical schools, and leave. Unplanned losses may cause a Sailor to transfer from one crew to another crew and should not be seen as negative.

a. Shore duty

- COMLCSRONONE and COMLCSRON TWO are the LCS ISIC's and are responsible to train and certify crews in most mission areas. ISIC training teams are similar to Afloat Training Group (ATG) in their scope of responsibility to train and certify.
- LCS is not a closed-loop community. Transferring from sea to shore, or shore to sea, is highly desirable because it recycles experience within the program.
- The Littoral Training Facility (LTF) provides the unit level training that is traditionally conducted during basic and intermediate phase. LTF scores are equivalent to ATG level warfare area drills and inspections.

b. Mission Packages

- Per CNO direction, Surface Warfare (SUW), Antisubmarine Warfare (ASW), and Mine Warfare (MIW) Mission Packages permanently merged with "core" crews. This will reflect as a mid-tour UIC shift and is not derogatory.
- Before the merger, Mission Packages were independent from the crew with their own OIC and SEL, similar to deployed helicopter detachments. Any qualification of crew watch stations (DSO, CSM, TSCE) was outside of their normal scope of duty.
- VBSS is a primary warfare area for Surface Division ships.

c. Watch equivalents and acronyms

- CSM – Combat Systems Manager (only on the Independence variant. LCS-2, LCS-4, LCS-6, LCS-8 etc.). CSM combines the duties of SUWC, EW Sup, RSC, and CSRO
- DSO – Defensive Systems Operator (only on the Freedom variant, LCS-1, LCS-3, LCS-5, LCS-7 etc.). DSO combines the duties of SUWC, EW Sup, RSC, and CSRO
- GCO – Gun Console Operator
- JOOD – Significant responsibility in LCS due to limited number of underway bridge watchstanders
- MPC – Mission Package Coordinator
- MPCE – Mission Package Computing Environment
- TSCE – Total Shipboard Computing Environment. Interchangeable in the LCS community with CSOOW



GM CAREER PATH **(SW)**



In addition to the above career path, a GM is advanced due to their proven leadership, qualifications and performance against competition, regardless of billet assigned.

Considerations for advancement from E6 to E7

1. Sea Assignments (all)

- Qualified (I/P) OOD; (U/W) Armorer, AMMO ADMIN
- Advanced Qualifications (I/P) ATTWO; (U/W) CSOOW, SUWC
- Achieve all Warfare qualifications available at command
- Training Team member (Primary CSTT/ATTT/CTT/WTT) (VBSS and ITT)
- Asst. Command Collateral for major program with documented impact
- Active First Class Mess involvement with documented impact
- Sailor 360 involvement, preferably leading a committee
- NECC/CORIVRON/TOC/MTOC-Qualified: MOCWO/TOCWO; Advanced Qualification: Tactical Craft Patrol Leader, ATTWO, Tactical Craft Coxswain (All have weapons release authority)
- DEVGRU/SPECWAR- Qualified: EXW (during tour), NSW-CSS Advanced Qual: NSW-CS

2. Shore Assignments (all)

- GM "A" or "C" School Instructor/Course Supervisor/ CSCS Det. (MTS during tour); Advance Qualification: Training Manager
- TSC- Barracks LPO (NMTI with MTS during tour)
- OHSAT Team Member
- RMC Maintenance Technician with documented repairs
- LCSRON or DIVRON Training Team (ATS during tour)
- Littoral Training Facility (MTS during tour)
- ATG (ATS during tour)
- NPC (Detailer)
- RDC (MTS during tour)
- Enlisted Recruiter
- Asst. Command Collateral for major program with documented impact
- Active FCPOA involvement with documented impact
- Sailor 360 involvement, preferably leading a committee

Considerations for advancement from E7 to E8

1. Sea Assignments (all)

- Successful Divisional LCPO or 3MC tour at an operational command; (LCS) SUW Det. SEL tour
- Achieve all Warfare qualifications available at command
- Team Lead /Member (Primary ATTT/CSTT/CTT/WTT) (VBSS and ITT)
- Qualified (I/P) Section Leader, ATTWO; (U/W) CSOOW, SUWC/SWC
- Advanced Qualifications (U/W) CSC, CSRO, CICWO (LCS U/W) DSO, CSM, LCS JOOD
- NECC/CORIVRON/TOC/MTOC-Qualified: Tactical Craft Patrol Leader, ATTWO, Tactical Craft Coxswain; Advanced Qualification: Boat Captain
- DEVGRU/SPECWAR- Qualified: EXW (during tour), NSW-CSS Advanced Qual: NSW-CS
- Command Collateral with documented impact
- Active Mess/CPOA involvement with documented impact
- Sailor 360 involvement and leading a committee



GM CAREER PATH (SW)



2. Shore Assignments (all)

- GM “A” or “C” School Instructor/Course Supervisor/CSCS Det. (MTS during tour); Advance Qualification: Training Manager
- TSC- Barracks LCPO (NMTI with MTS during tour)
- OHSAT Team Member/Leader
- Waterfront Trainer and Assessor ATG (Team Lead, ATS during tour)
- RMC Maintenance Technician and Trainer
- NPC (Detailer)
- RDC (MTS during tour)
- LCSRON or DIVRON Training Team/Lead (ATS during tour)
- Littoral Training Facility (MTS during tour)
- Active CPOA involvement with documented impact
- Sailor 360 involvement and leading a committee.
- Qualified ACDO/CDO/SDO

Consideration for advancement from E8 to E9

1. Sea Assignments (all)

- Successful Dept. LCPO / CSSE tour at an operational command; (LCS) SUW Det. SEL tour
- Achieve all Warfare qualifications available at command
- Training Team Lead (Primary ATTT/CSST/CTT) (VBSS and ITT)
- Qualified (I/P) Section Leader, ATTWO; (U/W) SUWC/SWC; (LCS U/W) CSO, DSM, LCS JOOD
- Advanced Qualifications (I/P) CDO, Senior Enlisted Watch Bill Coordinator; (U/W) CSC, CSRO
- NECC/CORIVRON/TOC/MTOC-Qualified: Boat Captain: Advanced Qualification: Mission Commander
- DEVGRU/SPECWAR- Qualified: EXW (during tour), NSW-CSS Advanced Qual NSW-CS
- Major command collateral with documented impact
- Active CPO Mess (documented leadership and involvement)
- Sailor 360 involvement and Leader/Coordinator

2. Shore Assignments (all)

- Training Manager/Lead Instructor/ Maintenance Lead at GM “A” or “C” School/CSCS Det. (MTS during tour)
- TSC- Dept. LCPO (NMTI with MTS during tour)
- Waterfront Trainer and Assessor ATG (Team Lead, ATS Program Coordinator, ATS during tour)
- BUPERS (ECM/ TECHAD)
- NPC (Lead Detailer)
- RDC (MTS during tour)
- LCSRON or DIVRON Training Team Lead (ATS during tour)
- Littoral Training Facility (MTS during tour)
- OPTEVFOR (System Development/Evaluation)
- Qualified ACDO/CDO/ SDO/ AOIC
- Major command collateral with documented impact
- Active Mess/CPOA involvement with documented impact
- Sailor 360 involvement and Leader/Coordinator



GM CAREER PATH (SW)



9. Acronyms:

AOIC-Assistant Officer in Charge
ATG-Afloat Training Group
ATS-Afloat Training Specialist
ATTT- Anti-Terrorism Training Team
COG- Chief of the Guard
CSC- Combat Systems Coordinator
CSF- Center for Security Forces
CSTT- Combat Systems Training Team
CSCS-Center for Surface Combat Systems
CSOOW- Combat System Officer of the Watch,
CSMC-Combat System Maintenance Central
CRG- Coastal Riverine Group
CTT- Command Training Team,
IMF- Intermediate Maintenance Facility
ITT-Integrated Training Team
MTS-Master Training Specialist
NECC- Naval Expedition Combat Command
NMC- Navy Munitions Command
NMTI- Navy Military Training Instructor
NSW- Naval Special Warfare
NSWC- Naval Surface Warfare Command
RDC- Recruit Division Commander
RMC- Regional Maintenance Center
SCAT- Small Craft Action team
SRF- Ship Repair Facility
SUWC- Surface Warfare Coordinator
TSC- Training Support Center
VBSS- Visit Board Search and Seizure
WCS- Work Center Supervisor
WTT- Weapons Training Team



GM CAREER PATH SELECTED RESERVE (SELRES)

| Gunner's Mates are responsible for the operation and maintenance of guided missile launching systems, gun mounts and other ordnance equipment, as well as small arms and magazines. They work with electrical and electronic circuitry and mechanical, hydraulic and pneumatic systems. | | | | | |
|---|--------------------|--------------------------|---|----------------|---|
| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO PROMOTE | COMMISSIONING OR OTHER SPECIAL PROGRAMS | SEA/ShORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |
| 24-30 | GMCM | 20.8 Yrs | CSEL | N/A | Billet: CSEL, Div. LCPO Duty: CORIVRON, PHIB, MESG, NCHB, NMCB, AS, NYSD, ACU, NSW, NSF |
| 21-24 | GMCM GMCS | 20.8 Yrs 18.0 | CSEL | N/A | Billet: CSEL, Div. LCPO Duty: CORIVRON, PHIB, MESG, NCHB, NMCB, AS, NYSD, ACU, NSW, NSF |
| 18-21 | GMCS GMC | 18.0 Yrs 15.9 | CWO, CSEL | N/A | Billet: Div/Dept. LCPO Duty: CORIVRON, PHIB, MESG, NCHB, NMCB, AS, NYSD, ACU, NSW, NSF |
| 14-18 | GMCS GMC GM1 | 18.0 Yrs 15.9 10.3 | LDO, CWO, CSEL | N/A | Billet: Weapons Administrator, LCPO, 3MC Duty: CORIVRON, PHIB, MESG, NCHB, NMCB, AS, NYSD, ACU, NSW, NSF Qualification: CSC/SUWC/ECO ITT, CSTT, OHSAT |
| 11-14 | GMCS GMC GM1 | 18.0 Yrs 15.9 10.3 | LDO/CWO, OCS, MECP | N/A | Billet: LCPO, LPO, Tech Rep, RMC Range Master, Inspector. Duty: CORIVRON, PHIB, MESG, NCHB, NMCB, AS, NYSD, ACU, NSW, NSF Qualification: ATS, MTS, OHSAT |
| 8-11 | GMC GM1 GM2 | 15.9 Yrs 10.3 4.9 | LDO, OCS, MECP | N/A | Billet: LCPO, LPO, Armorer, Ammo Administrator Duty: CORIVRON, PHIB, MESG, NCHB, NMCB, AS, NYSD, ACU, NSW, NSF Qualification: Warfare Coord., CSTT Evaluator, VBSS Leader, FPTT Leader, OHSAT |
| 5-8 | GM1 GM2 GM3 | 10.3 Yrs 4.9 2.6 | STA-21, OCS, MECP | N/A | Billet: Instructor, Armorer, Maintenance Technician, Ammo Administrator Duty: CORIVRON, PHIB, MESG, NCHB, NMCB, AS, NYSD, ACU, NSW, NSF Qualification: ATS, MTS |



GM CAREER PATH SELECTED RESERVE (SELRES)

| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO PROMOTE | COMMISSIONING OR OTHER SPECIAL PROGRAMS | SEA/ShORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |
|------------------|---|-------------------------|---|----------------|--|
| 2-5 | GM2 GM3 | 4.9 Yrs 2.6 | STA-21, Naval Academy, NROTC | N/A | Billet: Technician, Armorer, Ammunition Administration Duty: CORIVRON, PHIB, MESG, NCHB, NMCB, AS, NYSD, ACU, NSW, NSF Qualification: CSTT, FPTT, SCAT, VBSS, Mount Captain, Safety, ESWS, EXW, EAWS |
| 1+/- | GM3 GMSN GMSA Accession Training | 9 Months | | | Recruit Training, "A" and "C" Schools. |

Notes:

- "A" School is not required for this rating.
- This is not a compressed rating.
- SELRES GM's should show diversity in billets throughout their careers and include Active Duty for Training (ADT), Active Duty for Special Work (ADSW), and mobilizations in support Sea, Shore and Expeditionary Commands.
- When able, SELRES Sailors should try to earn a Warfare qualification.
- Rating NECs:

799A - Causeway Barge Ferry Coxswain
 716B - Advanced Undersea MK-46 Maintenance Weaponsman
 V60B - MK 60 GMS Fleet and Shore Based Systems Technician
 779B - 25mm Machine Gun System (MGS) MK 38 MOD Gun Weapon System (GWS) Technician
 V61B - MK 46 MOD 2 Gun Weapon System (GWS) Technician
 V62B - 5"/54 Caliber Gun System MK-45 MOD 1 and 2 Maintenceman
 V63B - 5"/62-Caliber MK 45 MOD 4 Gun Mount Maintenance
 V64B - MK-41 VLS Baseline IV Through VII Technician
 V65B - MK-41 Vertical Launching System Maintenance Technician
 V66B - MK 41 Vertical Launching System (VLS) Advanced Technician
 V88B - LCS-1 (Freedom Variant) Gunner's Mate

Consideration for advancement:

E7 Selection Board. Highly competitive candidates for selection as a Chief Petty Officer have met many or all of the following milestones:

- Warfare qualified (based on opportunity/assignment/mobilization)
- FCPOA involvement/leadership
- Unit LPO or DLPO
- Command collateral (e.g., CFL, Unit CCC, etc.)

E8 Selection Board. Highly competitive/most fully qualified candidates for selection as a Senior Chief Petty Officer have met many or all of the following milestones:



GM CAREER PATH SELECTED RESERVE (SELRES)



- Warfare qualified (based on opportunity/assignment/mobilization)
- CPOA involvement/leadership
- Sailor 360/CPO Initiation committee lead
- Unit LCPO or DLCPO of large command
- SEL

E9 Selection Board. Highly competitive/most fully qualified candidates for selection as a Master Chief Petty Officer have met many or all of the following milestones:

- Warfare qualified (based on opportunity/assignment/mobilization)
- CPOA involvement/leadership
- Sailor 360/CPO Initiation committee lead
- Unit LCPO or DLCPO of large command
- SEL
- Graduate of Senior Enlisted Academy or other Service Equivalent

Acronyms:

ATFP - Anti-Terrorism/Force Protection
WCS - Work Center Supervisor
CSTT - Combat Systems Training Team
VBSS - Visit Board Search and Seizure
FPTT - Force Protection Training Team
SCAT - Small Craft Action Team
ATFP - Anti Terrorism Force Protection
RDC - Recruit Division Commander
CSC - Combat System Coordinator
SUWC - Surface Weapons Coordinator
ITT - Integrated Training Team
CSCS - Center for Surface Combat Systems
AOIC - Assistant Officer in Charge
CSOOW - Combat System Officer of the Watch
CSMC - Combat System Maintenance Central
ATG - Afloat Training Group
ATS - Afloat Training Specialist
MTS - Master Training Specialist.



OaRS
OCCUPATIONAL and READINESS STANDARDS

Gunner's Mate Occupational and Readiness Standards (OaRS) to E4 NAVEDTRA 44046

NAME: _____

These Occupational and Readiness Standards (OaRS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OaRS is based on the Occupational Standards (OCCSTDs) for the rating/paygrade. An E4 should possess the minimum competencies of their rating/paygrade, whereby OaRS may provide benefits as a tool to train towards and track those competencies achieved.

OaRS does not address ship/unit/system specific standards, which may be covered within Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), or local training/qualification programs. OaRS addresses the overall rating at the E4 level, not the Sailor's position, billet, or duty assignment.

Generally, each OaRS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the Sailor can perform the tasks or can articulate knowledge of the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OaRS task element due to equipment configuration, mission, or operational status, the Sailor can seek training or understanding from his/her peers, leadership, or refer to technical manuals.

OaRS completion is voluntary and is not designed to replace other qualification programs (e.g. PQS, JQR). OaRS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs.

Task signatures are completed between the Sailor and the Sailor's supervisor, Leading Petty Officer (LPO) or E5 or above designee. Task sections are signed off by the Division Leading Chief or designee. Endorsement of completion of all OaRS tasks/sections are validated by the Division Officer, Department LCPO, Department Head, and Command Career Counselor (CCC).

AUXILIARY EQUIPMENT AND SUPPORT SYSTEMS

| Task Objective | ** Supv Init | Date |
|---|---------------------|-------------|
| Configure auxiliary air and cooling water systems | | |
| Configure vision enhancement equipment | | |
| Perform preventive maintenance on auxiliary air and cooling water systems | | |
| Perform preventive maintenance on vision enhancement equipment | | |
| Repair auxiliary air and cooling water systems | | |
| Test auxiliary air and cooling water systems | | |
| Test vision enhancement equipment | | |
| Troubleshoot auxiliary air and cooling water systems | | |
| Troubleshoot vision enhancement equipment | | |

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

CREW-SERVED WEAPONS AND SMALL ARMS

| Task Objective | ** Supv Init | Date |
|--|--------------|------|
| Coach personnel in the use of small arms | | |
| Configure crew-served weapon mounts and stands | | |
| Configure crew-served weapons | | |
| Configure small arms (e.g. grenade, line throwing, etc.) | | |
| Deploy pyrotechnics | | |
| Engage contacts with crew-served weapons | | |
| Engage contacts with grenades | | |
| Engage contacts with small arms | | |
| Inventory small arms | | |
| Perform preventive maintenance on crew-served weapon mounts and stands | | |
| Perform preventive maintenance on crew-served weapons | | |
| Perform preventive maintenance on small arms | | |
| Repair crew-served weapon mounts and stands | | |
| Repair crew-served weapons | | |
| Repair small arms | | |
| Test crew-served weapon mounts and stands | | |
| Test crew-served weapons | | |
| Test small arms | | |
| Troubleshoot crew-served weapon mounts and stands | | |
| Troubleshoot crew-served weapons | | |
| Troubleshoot small arms | | |

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

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EQUIPMENT ADMINISTRATION

| Task Objective | ** Supv Init | Date |
|---|--------------|------|
| Collect equipment and systems status data | | |
| Document equipment status | | |
| Inspect work areas, tools, and electronic systems equipment | | |
| Inventory controlled equipment | | |
| Issue Arms, Ammunition, and Explosives (AA&E) assets | | |
| Process technical briefs, notices, and bulletins | | |
| Provide equipment installation and alteration assistance | | |
| Receive custody of Arms, Ammunition, and Explosives (AA&E) assets | | |
| Sentence Arms, Ammunition, and Explosives (AA&E) assets | | |
| Supervise equipment installations, testing, and alterations | | |

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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ORDNANCE EVOLUTIONS AND MAGAZINE SYSTEMS

| Task Objective | ** Supv Init | Date |
|---|--------------|------|
| Activate magazine sprinkler systems | | |
| Conduct Material Handling Equipment (MHE) operations | | |
| Conduct ordnance handling evolutions | | |
| Conduct weapons elevator and hoist operations | | |
| Conduct Weight Handling Equipment (WHE) operations | | |
| Configure magazine equipment (e.g. battens, stanchions, alarms, etc.) | | |
| Configure magazine sprinkler systems | | |
| Configure Material Handling Equipment (MHE) | | |
| Configure ordnance containers | | |
| Configure Ordnance Handling Equipment (OHE) | | |
| Configure ordnance magazines and lockers | | |
| Configure weapons casualty equipment | | |
| Configure weapons elevators and hoists | | |
| Configure Weight Handling Equipment (WHE) | | |
| Inspect ordnance | | |
| Inspect ordnance containers | | |
| Inspect ordnance magazines and lockers | | |
| Inventory weapons casualty equipment | | |
| Pack ordnance | | |
| Perform ordnance spill decontamination procedures | | |
| Perform preventive maintenance on magazine equipment (e.g. battens, stanchions, alarms, etc.) | | |
| Perform preventive maintenance on magazine sprinkler systems | | |
| Perform preventive maintenance on Material Handling Equipment (MHE) | | |
| Perform preventive maintenance on ordnance containers | | |
| Perform preventive maintenance on Ordnance Handling Equipment (OHE) | | |
| Perform preventive maintenance on ordnance magazines and lockers | | |
| Perform preventive maintenance on weapons casualty equipment | | |
| Perform preventive maintenance on weapons elevators and hoists | | |
| Perform preventive maintenance on Weight Handling Equipment (WHE) | | |
| Perform weapons casualty procedures | | |
| Prepare ordnance for operational use | | |
| Prepare weapons and ordnance for transportation | | |
| Repair magazine equipment (e.g. battens, stanchions, alarms, etc.) | | |
| Repair magazine sprinkler systems | | |
| Repair Material Handling Equipment (MHE) | | |
| Repair ordnance containers | | |
| Repair Ordnance Handling Equipment (OHE) | | |
| Repair ordnance magazines and lockers | | |
| Repair weapons casualty equipment | | |
| Repair weapons elevators and hoists | | |
| Repair Weight Handling Equipment (WHE) | | |
| Stow ordnance | | |
| Test magazine equipment (e.g. battens, stanchions, alarms, etc.) | | |
| Test Material Handling Equipment (MHE) | | |
| Test Ordnance Handling Equipment (OHE) | | |
| Test weapons casualty equipment | | |
| Test Weight Handling Equipment (WHE) | | |
| Transport ordnance | | |
| Troubleshoot magazine equipment (e.g. battens, stanchions, alarms, etc.) | | |
| Troubleshoot magazine sprinkler systems | | |
| Troubleshoot Material Handling Equipment (MHE) | | |
| Troubleshoot Ordnance Handling Equipment (OHE) | | |
| Troubleshoot weapons casualty equipment | | |
| Troubleshoot weapons elevators and hoists | | |
| Troubleshoot Weight Handling Equipment (WHE) | | |
| Unpack ordnance | | |

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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SECURITY OPERATIONS

| Task Objective | ** Supv Init | Date |
|--|--------------|------|
| Apply restraint devices | | |
| Conduct guard mount (e.g. weapons issue, duty section turnover, etc.) | | |
| Conduct inspections and searches (e.g. vehicles, personnel, etc.) | | |
| Conduct screening and detection operations (e.g. personnel, vehicles, etc.) | | |
| Conduct security patrols and roves | | |
| Conduct security post turnovers | | |
| Conduct tactical entries and movements | | |
| Conduct Visit Board Search and Seizure (VBSS) operations | | |
| Configure less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.) | | |
| Configure security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.) | | |
| Configure Visit Board Search and Seizure (VBSS) equipment | | |
| Engage contacts with less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.) | | |
| Establish security perimeters | | |
| Inventory security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.) | | |
| Inventory Visit Board Search and Seizure (VBSS) equipment | | |
| Perform preventive maintenance on less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.) | | |
| Perform preventive maintenance on security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.) | | |
| Perform preventive maintenance on Visit Board Search and Seizure (VBSS) equipment | | |
| Repair less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.) | | |
| Repair security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.) | | |
| Repair Visit Board Search and Seizure (VBSS) equipment | | |
| Test less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.) | | |
| Test security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.) | | |
| Test Visit Board Search and Seizure (VBSS) equipment | | |
| Troubleshoot less-than-lethal weapons (e.g. acoustic devices, lasers, expandable batons, etc.) | | |
| Troubleshoot security gear and equipment (e.g. Ships Reaction Force (SRF) equipment, screening and detection equipment, etc.) | | |
| Troubleshoot Visit Board Search and Seizure (VBSS) equipment | | |
| Verify identification credentials, documents, and biometric data | | |

** Supv Init may be LPO or E5 or above designee

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TECHNICAL CORE FUNDAMENTALS

| Task Objective | ** Supv Init | Date |
|---|--------------|------|
| Analyze blueprints and ships drawings | | |
| Analyze electronic schematics | | |
| Analyze mechanical drawings | | |
| Analyze plumbing and valve drawings | | |
| Analyze technical manuals | | |
| Configure Alternating Current (AC) circuits | | |
| Configure General Purpose Test Equipment (GPTE) | | |
| Configure hydraulic or pneumatic systems | | |
| Configure interconnecting cables and connectors | | |
| Configure power supplies | | |
| Configure Special Purpose Test Equipment (SPTE) | | |
| Configure valves | | |
| Configure weapons and combat systems equipment | | |
| Control the effects of Hazards of Electromagnetic Radiation to Ordnance (HERO) and Radio Frequency Interference (RFI) | | |
| Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g. casualty responses/operations, normal operations, energize/de-energize equipment, etc.) | | |
| Perform corrosion prevention and control procedures | | |
| Perform preventive maintenance on Alternating Current (AC) circuits | | |
| Perform preventive maintenance on Alternating Current and Direct Current (AC/DC) motors | | |
| Perform preventive maintenance on hydraulic or pneumatic systems | | |
| Perform preventive maintenance on interconnecting cables and connectors | | |
| Perform preventive maintenance on power supplies | | |
| Perform preventive maintenance on valves | | |
| Repair Alternating Current (AC) circuits | | |
| Repair hydraulic or pneumatic systems | | |
| Repair valves | | |
| Replace power supplies | | |
| Test Alternating Current (AC) circuits | | |
| Test digital circuits | | |
| Test hydraulic or pneumatic systems | | |
| Test interconnecting cables and connectors | | |
| Test power supplies | | |
| Test valves | | |
| Troubleshoot Alternating Current (AC) circuits | | |
| Troubleshoot Alternating Current and Direct Current (AC/DC) motors | | |
| Troubleshoot digital circuits | | |
| Troubleshoot Direct Current (DC) circuits | | |
| Troubleshoot hydraulic or pneumatic systems | | |
| Troubleshoot interconnecting cables and connectors | | |
| Troubleshoot power supplies | | |
| Troubleshoot valves | | |

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WEAPONS SYSTEMS

| Task Objective | ** Supv Init | Date |
|---|--------------|------|
| Configure computer and peripheral equipment | | |
| Configure gun weapons systems | | |
| Configure Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP) | | |
| Configure torpedo delivery systems | | |
| Configure torpedoes | | |
| Download gun weapons systems | | |
| Download torpedo delivery systems | | |
| Engage contacts with gun weapons systems (e.g. Mark 38, Mark 45, Mark 46, etc.) | | |
| Install torpedo flight accessories | | |
| Launch torpedoes | | |
| Off-load missile delivery systems | | |
| On-load missile delivery systems | | |
| Perform preventive maintenance on computer and peripheral equipment | | |
| Perform preventive maintenance on gun weapons systems | | |
| Perform preventive maintenance on torpedo delivery systems | | |
| Perform preventive maintenance on torpedoes | | |
| Perform torpedo pre-fire tests | | |
| Recover Recoverable Exercise Torpedoes (REXTORP)/ Exercise Torpedoes (EXTORP) | | |
| Repair computer and peripheral equipment | | |
| Repair gun weapons systems | | |
| Repair torpedo delivery systems | | |
| Repair torpedoes | | |
| Report Battle Damage Assessments (BDA) | | |
| Test computer and peripheral equipment | | |
| Test gun weapons systems | | |
| Test torpedo delivery systems | | |
| Test torpedoes | | |
| Troubleshoot computer and peripheral equipment | | |
| Troubleshoot gun weapons systems | | |
| Troubleshoot torpedo delivery systems | | |
| Upload gun weapons systems | | |
| Upload torpedo delivery systems | | |

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COMMAND ENDORSEMENT

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.
Signature level at discretion of command.

DIVISION OFFICER:

DEPARTMENT LCPO:

DEPARTMENT HEAD:

COMMAND CAREER COUNSELOR:

PENALTY STATEMENT

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Command Comments – Command Use Only:

Enlisted Community Manager Comments:

Once an individual Sailor's Occupational and Readiness Standards (OaRS) have been completed and endorsed by the Command Career Counselor (CCC), documentation of completed OaRS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OaRS completion as well as Command and Navy stakeholders ability to monitor the execution of OaRS.



Gunner's Mate Seaman Recruit to Seaman

NAME:

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---------------------------------------|-----------------|------------|---------------|----------------|
| Gunner's Mate "A" School ¹ | Great Lakes, IL | A-100-0094 | 70 days | |

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|--|----------------|---------------|----------------|
| Magazine Sprinkler System Operation and Maintenance (N/A) ¹ | Everett, WA; San Diego, CA; Norfolk, VA; Yokosuka, Japan | K-041-2048 | 4 days | |
| Crew Served Weapons Operations and Maintenance (N/A) ¹ | CENSECFOR DET Chesapeake; CENSECFOR DET San Diego | A-041-0013 | 12 days | |
| LAMPS Aviation Ordnance Handling ¹ | Norfolk, VA; San Diego, CA; Pearl Harbor, HI | K-050-2131 | 5 days | |
| MK 32 SVTT Operation and Maintenance ¹ | Norfolk, VA; Pearl Harbor, HI | J-123-0568 | 12 days | |
| MK 41 VLS Aegis Ashore Difference O&M ^{1 3} | Dam Neck, VA | A-121-0582 | 5 days | |
| MK 60 Mod 0 Griffin Missile System O&M ^{1 4} | Dahlgren, VA | S-041-0006 | 5 days | |

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

3 - For Aegis Ashore only

4 - For PC Class

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|-----------------------------|----------------|---------------|----------------|
| V65B - MK 41 VLS O&M Core ¹ | Dam Neck, VA; San Diego, CA | A-121-0522 | 107 days | |
| V62B - MK 45 Mod 1 & 2 O&M ¹ | San Diego, CA | A-113-1118 | 100 days | |
| V63B - MK 45 Mod 4 O & M ¹ | San Diego, CA | A-113-2102 | 79 days | |
| V61B - 30MM MK 46 Mod 2 Gun Weapon System (GWS) ¹ | Dam Neck, VA | A-113-0039 | 26 days | |
| 804G - Expeditionary Combat Skills (ECS) ^{1 2} | CSFE - NCTC Gulfport, MS | A-830-0030 | 26 days | |
| 779B - 25mm Machine Gun System Mk 38 Mod 2 O&M ¹ | Norfolk, VA; San Diego, CA | A-041-0003 | 19 days | |
| V96A - 57MM MK 110 O&M ¹ | VA, VIRGINIA BEACH | A-113-0197 | 29 days | |
| MK32 SVTT MOD 15/19 O&M ¹ | CA, SAN DIEGO | A-130-0118 | 36 days | |

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - NECC

JOB DESCRIPTION

Gunner's Mates operate and perform maintenance on guided missile launching systems, gun weapons systems, torpedo launching systems, small arms, crew-serve weapons and associated handling equipment; inspect, troubleshoot and repair electrical, electronic, hydraulic, pneumatic, mechanical, and servo systems; test and inspect ammunition, missiles, underwater ordnance and their components using instrumentation and test equipment.

RECOMMENDED BILLET ASSIGNMENTS

Work as ordnance equipment maintenance person, ordnance handling team members, weapon system maintenance and operations, and small arms maintenance aboard ships or at shore establishments.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

| | | | |
|--|---|--|--|
| Command Address | <input type="text"/> | QD Phone Number: | <input type="text"/> |
| Mobilization UIC: | <input type="text"/> | | |
| Naval Reserve Activity: | <input type="text"/> | | |
| Division Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Chief Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Sponsor/Mentor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Depart/Division Career Counselor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Date of Initial Entry to Military Service (DIEMS): <input type="text"/> | | Date of Initial Entry Reserve Forces (DIERF): <input type="text"/> | |
| Pay Entry Base Date (PEBD): <input type="text"/> | | | |
| ADSD: <input type="text"/> | Report Date: <input type="text"/> | EAOS/EOS: <input type="text"/> | PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/> |
| PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3) | | | |
| PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4) | | | |
| Date Advanced: <input type="text"/> | Eligible Advancement Date: <input type="text"/> | Number of times up: <input type="text"/> | |
| HYT Date: <input type="text"/> | Security Clearance Level: <input type="text"/> | Date Last updated: <input type="text"/> | |
| Command INDOC complete: <input type="text"/> | | | |

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:

6 Month: 12 Month: 18 Month:

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

QUALIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (N/A if not required) |
|--|-------------|--|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 301 Maintenance Person | | |
| 3M 302 Repair Parts/Supply Petty Officer | | |
| 3M 303 Work Center Supervisor | | |
| 3M 304 LCPO/Division Officer | | |
| Messenger of the Watch (MOOW) | | |
| Petty Officer of the Watch (POOW) | | |
| Personnel Qualification Standard | | |

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

| Warfare qualification programs | Report Date | Completion Date (N/A if not required) |
|--------------------------------|-------------|--|
| Aviation Warfare Specialist | | |
| Surface Warfare Specialist | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (N/A if not required) |
|--|-------------|--|
| Security Force Weapons (NAVEDTRA 43466 Series) | | |
| 301 M9 Service Pistol Operator | | |
| 305 M500 Shotgun Operator | | |
| 308 M16 (Series) Rifle Operator | | |
| 311 Genadier | | |
| Antiterrorism Common Core (NAVEDTRA 43387-2 Series) | | |
| 301 Sentry | | |
| 302 Reaction Force Member | | |
| 323 Duty Armorer | | |

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the GM-Gunner's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Target Paygrade | Certifying Agency | Credential Title | Date Completed |
|-----------------|--|---|----------------|
| E7 | American Society for Quality (ASQ) | Certified Manager of Quality/Organizational Excellence (CMQ/OE) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Associate Safety Professional (ASP) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Certified Safety Professional (CSP) | |
| E4 | Certifying Technical Employee Competence (CertTEC) | Basic Electricity and Electronics - Direct Current (BEE-DC) | |

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the GM-Gunner's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

| Rank | Apprenticeship | Date Completed |
|---------|------------------------|----------------|
| E1 - E9 | Computer Operator | |
| | Electronics Technician | |

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the GM-Gunner's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Occupation (Civilian Employer) |
|---|
| Aircraft Mechanics and Service Technicians |
| Electrical and Electronic Engineering Technologists and Technicians |
| Electronics Engineers, Except Computer |
| Explosives Workers, Ordnance Handling Experts, and Blasters |
| First-Line Supervisors of Mechanics, Installers, and Repairers |
| Helpers--Installation, Maintenance, and Repair Workers |
| Inspectors, Testers, Sorters, Samplers, and Weighers |
| Production, Planning, and Expediting Clerks |
| Training and Development Managers |
| Transportation, Storage, and Distribution Managers |

| Occupation (Federal Employer) |
|--|
| 0856 - Electronics Technical Series |
| 2606 - Electronic Industrial Controls Mechanic |
| 2608 - Electronic Digital Computer Mechanic |
| 2610 - Electronic Integrated Systems Mechanic |
| 4749 - Maintenance Mechanic |
| 6511 - Missile/Toxic Materials Handling |
| 6610 - Small Arms Repairing |
| 6641 - Ordnance Equipment Mechanic |
| 6656 - Special Weapons Systems Mechanic |
| 8255 - Pneudraulic Systems Mechanic |
| 9944 - Electronics Technician |

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

| <u>15 Months</u> | <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>Orders Received</u> |
|---|-------------------------|-----------------|-------------------|------------------------|
| Career Waypoint | Career Waypoint | Career Waypoint | Accept Orders | Screening |
| Exception Family Member | Exception Family Member | Medical/Dental | Reverse Sponsor | Obligate |
| MNA | MNA | MNA | Relocation (FFSC) | Bonus |
| Mil to Mil | Eval | SRB | SRB | |
| Family Care Plan | | | | |
| Continuous Overseas Tours (COT) | | | | |
| Overseas Tour Extension Incentive Program (OTEIP) | | | | |

SELRES TRANSFER:

| <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>3 Months</u> | <u>Orders Received</u> |
|-------------------------|---------------------------|------------------------------|---------------------|------------------------|
| MNA | MNA | MNA | MNA | Sign Eval |
| (verify account access) | (extend in current field) | (apply for billets) | (apply for billets) | |
| Family Care Plan | | Start Eval | | |
| Mil to Mil | | Reverse Sponsor | | |
| | | Incentives/EOS opportunities | | |

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

| <u>18 -12 months</u> | <u>6 months</u> | <u>90 days</u> | <u>30 days</u> |
|---|----------------------------|----------------------|-----------------|
| TAP* | MED/DEN | Copy of Records | Copy of Records |
| Complete DD 2648 | Relocation | Official Record CD | PSD |
| Transition Planning | Relocation Services (FFSC) | Arrange Ceremony | MED/DEN |
| Annual Statement of Service History (ASOSH) | Reserve Affiliation | Request Leave / PTDY | DD 214* |
| Reserve Only | VA/DVA | | |

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E1/E2/E3 REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|--|-----------------------|---------------|----------------|
| Foundational Leader Development Course ⁵ | Water front/ Flightline/ Various ⁴ | NELD-03 | 2.5 days | |
| Navy Military Training (Life Skills) (Pre-A School Delivery only) ⁶ | Command Delivered | A-500-1000 | 2 days | |
| Professional Military Knowledge Eligibility Exam (PMK-EE) for E4 | Navy e-Learning | NETCPDC-PMK-EE-E4-1.0 | | |
| Ethics Training | Command Delivered | | | |
| Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) ³ | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Records Management | Command Delivered/MNP | DOR-RM-010-1.2 | | |
| Privacy Act | Command Delivered | | | |
| Suicide Prevention ³ | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Antiterrorism Level I ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------|-----------------|------------|---------------|----------------|
| None | | | | |

E1/E2/E3 RECOMMENDED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|------------------------|------------------------------------|---------------|----------------|
| Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002) | | NAVEDTRA 14325 | | |
| Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material | Navy e-Learning | NETCPDC-PMK-EE-SM-1.0 | | |
| Military Requirements for Petty Officer Third and Second Class | Navy e-Learning | NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0 | | |
| Introductory Enlisted Professional Military Education (IEPME) | Navy e-Learning | Military DON/ PME | 18 hrs | |
| Block 1 Introductory EPME - Introduction | Navy e-Learning | NWC-IEPME-INTRO-B1 | - | |
| Block 2 Introductory EPME - History and Traditions | Navy e-Learning | NWC-IEPME-INTRO-B2 | 3 hrs | |
| Block 3 Introductory EPME - Enlisted Professionalism | Navy e-Learning | NWC-IEPME-INTRO-B3 | 3 hrs | |
| Block 4 Introductory EPME - Policy and the Navy | Navy e-Learning | NWC-IEPME-INTRO-B4 | 3 hrs | |
| Block 5 Introductory EPME - Planning for Operations | Navy e-Learning | NWC-IEPME-INTRO-B5 | 3 hrs | |
| Block 6 Introductory EPME - Regional and Cultural Awareness | Navy e-Learning | NWC-IEPME-INTRO-B6 | 3 hrs | |
| Block 7 Introductory EPME - Technology in the Maritime Domain | Navy e-Learning | NWC-IEPME-INTRO-B7 | 3 hrs | |
| Block 8 Introductory EPME - Conclusion | Navy e-Learning | NWC-IEPME-INTRO-B82 | - | |
| Cultural Awareness | Navy e-Learning | Foreign Language and Culture | 45 hrs | |
| Navy Reserve Fundamentals for Active Duty Course | Navy e-Learning | NAVRESFOR-NRF-3.0 | 10 hrs | |
| Nutrition | Navy e-Learning | NMHCI2107V2.1 | 1 hour | |
| Personal Financial Management | Navy e-Learning | CPD-PFM-1.0 | 8 hrs | |
| PREVENT | Command Delivered | S-501-0150 | 24 hrs | |
| Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Combating Trafficking of Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-3.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Electromagnetic Maneuver Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity, Harassment, and Resolution Options | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORMTC-1.0 | | |
| Operations Security | Command Delivered/ MNP | NOST-USOPSEC-3.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM-1.0 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Stress Management | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Traumatic Brain Injury | Command Delivered | | | |
| Privacy Act | Command Delivered | DON-PRIV-2.0 | | |
| Antiterrorism Level ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Tactical Combat Casualty Care All Service Member/Tier 1 | Command Delivered | B-300-2010 | | |
| Financial Management ³ | Command Delivered | | | |

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E1/E2/E3 RECOMMENDED RESERVE PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-------------------|----------------------|---------------|----------------|
| Navy Reserve Fundamentals Course (E1-E9) | Navy e-Learning | NAVRESFOR-NRF-3.0 | | |
| Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9) | NRPDC New Orleans | R-510-5514 | 5 days | |
| Reserve Medical Administration (E1-E7) | NRPDC New Orleans | R-500-0007 | 5 days | |
| Reserve Pay and Personnel Management (E1-E9) | NRPDC New Orleans | R-500-0020 | 5 days | |
| Non-Prior Service Accession Program | Navy e-Learning | CNRFC-NPSAP-2 /DoN 0 | 23 hrs | |
| Guidance for Mobilization | Navy e-Learning | CNRFC-GMB-1.1 /DoN | 4 hrs | |
| Military Sealift Command 101 | Navy e-Learning | CNRFC-MS101 /DoN 1.1 | 24 hrs | |

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):

https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E1/E2/E3 RECOMMENDED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-----------------|-----------------------|---------------|----------------|
| 5"/54 Cal Gun Mount Mk 45 Mods 1 & 2 | PQS | NAVEDTRA 43168-D/301 | | |
| 5"/54 Cal Gun Mount Mk 45 Mods 1 & 2 | PQS | NAVEDTRA 43168-D/302 | | |
| 5"/54 Cal Gun Mount Mk 45 Mods 1 & 2 | PQS | NAVEDTRA 43168-D/303 | | |
| 5"/54 Cal Gun Mount Mk 45 Mods 1 & 2 | PQS | NAVEDTRA 43168-D/304 | | |
| 5"/62 Cal Gun Mount Mk 45 Mod 4 | PQS | NAVEDTRA 43168-1/301 | | |
| 5"/62 Cal Gun Mount Mk 45 Mod 4 | PQS | NAVEDTRA 43168-1/302 | | |
| 5"/62 Cal Gun Mount Mk 45 Mod 4 | PQS | NAVEDTRA 43168-1/303 | | |
| 5"/62 Cal Gun Mount Mk 45 Mod 4 | PQS | NAVEDTRA 43168-1/304 | | |
| Conventional Weapons Explosive Handling and Stowage | PQS | NAVEDTRA 43202-C/301 | | |
| Conventional Weapons Explosive Handling and Stowage | PQS | NAVEDTRA 43202-C/305 | | |
| Conventional Weapons Explosive Handling and Stowage | PQS | NAVEDTRA 43202-C/307 | | |
| Force Protection Afloat | PQS | NAVEDTRA 43387-2D/301 | | |
| Force Protection Afloat | PQS | NAVEDTRA 43387-2D/302 | | |
| Force Protection Afloat | PQS | NAVEDTRA 43387-2D/303 | | |
| Maintenance and Material Management System | PQS | NAVEDTRA 43241-H/301 | | |
| Maintenance and Material Management System | PQS | NAVEDTRA 43241-H/303 | | |
| Mk 41 Vertical Launching System (VLS) | PQS | NAVEDTRA 43424-E/301 | | |
| Mk 41 Vertical Launching System (VLS) | PQS | NAVEDTRA 43424-E/302 | | |
| Mk 41 Vertical Launching System (VLS) | PQS | NAVEDTRA 43424-E/303 | | |
| Mk 41 Vertical Launching System (VLS) | PQS | NAVEDTRA 43424-E/305 | | |
| Mk 41 Vertical Launching System (VLS) | PQS | NAVEDTRA 43424-E/306 | | |
| Mk 41 Vertical Launching System (VLS) | PQS | NAVEDTRA 43424-E/307 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/301 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/304 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/305 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/307 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/308 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/309 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/310 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/311 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/319 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/320 | | |
| Surface Vessel Torpedo Tubes Mk 32 | PQS | NAVEDTRA 43342-D/301 | | |
| Quality Maintenance Program | PQS | NAVEDTRA 43523-B/301 | | |

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Ghost Fleet – <i>Singer</i> | Matterhorn - <i>Marlantes</i> | Leaders Eat Last - <i>Sinek</i> |
| Guide to Maritime Strategy – <i>Holmes</i> | Red Star Over the Pacific - <i>Holmes & Yoshihara</i> | Mindset: Psych of Success - <i>Dweck</i> |
| Neptune's Inferno - <i>Hornfischer</i> | Seapower: Guide for 21st Century - <i>Till</i> | The Infinite Game - <i>Sinek</i> |
| Six Frigates – <i>Toll</i> | The Leader's Bookshelf - <i>Stavridis</i> | What is it Like to go to War - <i>Marlantes</i> |

CAPABILITIES

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information. | | |
|---|-------------------------------------|-------------------------------------|
| Foundational | Advanced | Capstone |
| AI Basics - <i>Taulli</i> | Fifth Domain: Cyber - <i>Clarke</i> | Deep Thinking: AI - <i>Kasparov</i> |
| Army of None - <i>Scharre</i> | Human Compatible - <i>Russell</i> | Four Global Forces - <i>Dobbs</i> |
| Burn-In - <i>Singer</i> | New Rules of War - <i>McFate</i> | Genius Weapons - <i>DeMonte</i> |
| The Future of War - <i>Freedman</i> | The Perfect Weapon - <i>Sanger</i> | Inevitable - <i>Kelly</i> |
| The Next 100 Years - <i>Friedman</i> | | |

CAPACITY

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Fearless-SEAL Team Six - <i>Blehm</i> | American Naval Thinking - <i>Haynes</i> | End of Grand Strategy - <i>Dombrowski</i> |
| One Nation Under Drones - <i>Jackson</i> | Fleet Tactics - <i>Hughes</i> | Our Robots Our Selves - <i>Mindell</i> |
| The Fleet at Flood Tide - <i>Hornfischer</i> | Just and Un-Just Wars - <i>Walzer</i> | Second Most Powerful Man - <i>O'Brien</i> |
| Tin Can Sailors - <i>Hornfischer</i> | Seapower - <i>Stavridis</i> | The Future of Violence - <i>Wittes</i> |

SAILORS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Dichotomy of Leadership - <i>Willink</i> | A Tactical Ethic - <i>Couch</i> | Fortune Favors Boldness - <i>Costello</i> |
| Ego is the Enemy - <i>Holiday</i> | Character Gap - <i>Miller</i> | No Pity - <i>Shapiro</i> |
| How to be an Anti-Racist - <i>Kendi</i> | Fed Up - <i>Hartley</i> | Road to Character - <i>Brooks</i> |
| Tiny Habits - <i>Fogg</i> | Military Ethics - <i>Lucas</i> | The Honest Truth about Dishonesty - <i>Aire</i> |
| We Can't Talk About That at Work - <i>Winters</i> | Sexual Minorities and Politics - <i>Pierceson</i> | The New Jim Crow - <i>Alexander</i> |
| | Start with Why - <i>Sinek</i> | |

MCPON's Suggested Reading

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information. | | |
|---|--|--|
| Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading. | | |
| A Call to Conscience - <i>Carson, Shepard, Young</i> | Happiness Advantage - <i>Achor</i> | Starship Troopers - <i>Heinlein</i> |
| Blink: Power of Thinking - <i>Gladwell</i> | Jonathan L. Seagull - <i>Bach</i> | Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i> |
| Brave New World - <i>Huxley</i> | Only Women in the Room - <i>Benedict</i> | The Captain Class - <i>Walker</i> |
| Cannonball! - <i>Yates</i> | Overcome - <i>Redman</i> | The Good Shepherd - <i>Forester</i> |
| Class 11 - <i>Waters</i> | Perform Under Pressure - <i>Evans</i> | The Old Man's Trail - <i>Campbell</i> |
| Descent Into Darkness - <i>Raymer</i> | Run Silent, Run Deep - <i>Beach</i> | Tragedy at Honda Point - <i>Lockwood</i> |
| Duty: A Memoir - <i>Gates</i> | Shoot the Women First - <i>MacDonald</i> | We Die Alone - <i>Howarth</i> |

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E1/E2/E3 RECOMMENDED COMMUNITY READING

| Title | Completed |
|--|-----------|
| Admiral John H. Towers – The Struggle for Naval Air Supremacy <i>by Reynolds</i> | |
| Authors at Sea <i>by Shenk</i> | |
| Decision and Dissent with Halsey at Leyte Gulf <i>by Solberg</i> | |
| Run Silent/Run Deep <i>by Beach</i> | |
| The First Team – Pacific Naval Air Combat from Pearl Harbor to Midway <i>by Lundstrom</i> | |
| The United States Sailors: A History <i>by Simmons</i> | |
| Victory at Sea – World War II in the Pacific <i>by Dunnigan</i> | |
| Ammunition and Explosive Safety Afloat NAVSEA OP4 | |
| Ammunition and Explosives Safety Ashore NAVSEA OP5 | |
| Shipboard Ammunition Handling NAVSEA S9086-XG-STM-010 Ch 700. | |
| Small Arms and Special Warfare Ammunition NAVSEA SW010-AD-GTP-010 | |
| Technical Manual for Otto Fuel II NAVSEA S6340-AA-MMA-010 | |
| Magazine Sprinkler Systems NAVSEA S9522-AA-HBK-010 | |
| 5-Inch 54-Caliber Gun Mount MK 45 Model 2; Vol 1 Part 1-3, DESCPT, OP & MAINT NAVSEA SW323-F2-MMO-010 | |
| Vertical Launching System, MK41 Mods 0/1/2/7, Introduction And Description, W/Changes A-C Inserted NAVSEA SW394-AF-MMO-020 | |
| Vertical Launching System, MK 41 Mods 0, 1, 2 And 7 Fault Isolation NAVSEA SW394-AF-MMO-050 | |
| S9753-AA-MMO-010, Maintenance Manual Organizational Level for MK 46/MK 50 Lightweight Torpedo Storage And Issue | |
| SG420-BQ-MMA-010, Strikedown System (CG47) | |
| SVTT MK 32 Mods 5/7, DOM SW395-AC-MMO-010 | |
| MK 32 MOD 14, Description, Operation, And Maintenance Of The MK 32 Mod 14 Torpedo Tubes SW395-AE-MMO-010 | |
| SVTT MK 32 Mod 15 and Interface Junction Box, DOM W/IPB SW395-AJ-MMO-010 | |
| SVTT MK 32 Mods 17/18 DOM SW395-AM-MMO-010 | |
| Assembly Instructions for MK 46 Torpedo/MK 46 REXTORP Flight Accessories SW512-A0-ASY-010 | |
| General Information Book for Torpedo MK 46 Mod 5 SW515-A5-GIB-010 | |
| Recoverable Exercise Torpedo (REXTORP), MK 46; SW515-AG-OMP-010 | |
| Procedures Manual for Localization And Retrieval Of Lightweight Torpedoes MK 46/54 And MK 46/MK 50 REXTORPS SW515-AO-PRO-010 | |
| Procedures Manual for Lightweight Torpedo Firing Craft Surface Vessel Torpedo Tubes MK 46/50/54 Torpedo SW515-AO-PRO-020 | |
| TM 9-1005-213-10, Machine Gun, 50; Browning M2, Heavy Barrel | |
| TM 9-1005-249-10, Operator's Manual for Rifle, 5.56-MM, M16, And Rifle, 5.56-MM, M16A1 | |
| TM 9-1005-317-10, Pistol, Caliber 9MM, M9 Semi Automatic | |



Gunner's Mate Petty Officer Third Class (Apprentice/Journeyman)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---------------------------------------|-----------------|------------|---------------|----------------|
| Gunner's Mate "A" School ¹ | Great Lakes, IL | A-100-0094 | 70 days | |

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|--|----------------|---------------|----------------|
| Magazine Sprinkler System Operation and Maintenance (N/A) ¹ | Everett, WA; San Diego, CA; Norfolk, VA; Yokosuka, Japan | K-041-2048 | 4 days | |
| Crew Served Weapons Operations and Maintenance (N/A) ¹ | CENSECFOR DET Chesapeake; CENSECFOR DET San Diego | A-041-0013 | 12 days | |
| LAMPS Aviation Ordnance Handling ¹ | Norfolk, VA; San Diego, CA; Pearl Harbor, HI | K-050-2131 | 5 days | |
| MK 32 SVTT Operation and Maintenance ¹ | Norfolk, VA; Pearl Harbor, HI | J-123-0568 | 12 days | |
| Explosive/Ammunition Driver ¹ | Port Hueneme, CA; Gulfport, MS | S-710-0970 | 1 week | |
| Machine Gun Crew Training M-2 .50 Caliber ¹ | Port Hueneme, CA; Gulfport, MS | S-710-0957 | | |
| MK 50 Modular Gun Weapon System O&M Difference Course ^{1 2} | Dam Neck, VA | A-041-0005 | 12 days | |
| MK 41 VLS Aegis Ashore Difference O&M ¹ | Dam Neck, VA | A-121-0582 | 5 days | |
| MK 45 Gun Mount Technical Enhancement Training (TET) ¹ | Dahlgren, VA; San Diego, VA | S-113-2104 | 12 days | |
| MK 60 Mod 0 Griffin Missile System O&M ¹ | Dahlgren, VA | S-041-0006 | 5 days | |

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - LCS

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-----------------------------|----------------|---------------|----------------|
| V65B - MK 41 VLS O&M Core ¹ | Dam Neck, VA; San Diego, CA | A-121-0522 | 107 days | |
| V64B - MK 41 VLS Baseline V/VII ¹ | Dam Neck, VA; San Diego, CA | A-121-0580 | 29 days | |
| V62B - MK 45 Mod 1 & 2 O&M ¹ | San Diego, CA | A-113-1118 | 100 days | |
| V63B - MK 45 Mod 4 O & M ¹ | San Diego, CA | A-113-2102 | 79 days | |
| V61B - 30MM MK 46 Mod 2 Gun Weapon System (GWS) ¹ | Dam Neck, VA | A-113-0039 | 26 days | |
| 804G - Expeditionary Combat Skills (ECS) ¹ | CSFE - NCTC Gulfport, MS | A-830-0030 | 26 days | |
| 787A - Enhanced Organization Level Maintenance (NSW Armorer) ^{1 2} | Crane, IN | S-041-0002 | 33 days | |
| 779B - 25mm Machine Gun System Mk 38 Mod 2 O&M ¹ | Norfolk, VA; San Diego, CA | A-041-0003 | 19 days | |
| V96A - 57MM MK 110 O&M ¹ | VA, VIRGINIA BEACH | A-113-0197 | 29 days | |
| MK32 SVTT MOD 15/19 O&M ¹ | CA, SAN DIEGO | A-130-0118 | 36 days | |

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - GM's headed to NSW Units

JOB DESCRIPTION

Handles, stows, transfers, loads, and offloads explosive ordnance; maintains and repairs magazines and magazine sprinkler systems; issues, maintains and repairs small arms; operates weapons delivery systems and ordnance handling equipment; inspects and services mechanical and hydraulic equipment; maintains hydraulic pipes, fittings, and pressure gauges; tests for short circuits, ground, and continuity of interconnecting cables and wiring between components of electrical and electronic equipment; follows schematic diagrams and hydraulic system blueprints; installs mechanical alignment hardware; completes maintenance data forms; conducts supply inventories; applies actions and resources required to prevent or mitigate hostile actions against Department of Defense personnel, property, resources, facilities, and critical information.

RECOMMENDED BILLET ASSIGNMENTS

Work as ordnance equipment maintenance person and ordnance handling team members aboard ships or at shore establishments.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

| | | | |
|--|---------------------------|---|-------------------------------|
| Command Address | <input type="text"/> | QD Phone Number: | <input type="text"/> |
| Mobilization UIC: | <input type="text"/> | | |
| Naval Reserve Activity: | <input type="text"/> | | |
| Division Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Chief Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Sponsor/Mentor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Depart/Division Career Counselor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Date of Initial Entry to Military Service (DIEMS): | | Date of Initial Entry Reserve Forces (DIERF): | |
| Pay Entry Base Date (PEBD): | | | |
| ADSD: | Report Date: | EAOS/EOS: | PRD: SEA / SHORE: / |
| PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5) | | | |
| Date Advanced: | | Eligible Advancement Date: | Number of times up: |
| HYT Date: | Security Clearance Level: | Date Last updated: | |
| Command INDOC complete: <input type="text"/> | | | |

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (N/A if not required) |
|--|-------------|--|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 301 Maintenance Person | | |
| 3M 302 Repair Parts/Supply Petty Officer | | |
| 3M 303 Work Center Supervisor | | |
| 3M 304 LCPO/Division Officer | | |
| Messenger of the Watch (MOOW) | | |
| Petty Officer of the Watch (POOW) | | |
| Personnel Qualification Standard | | |

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

| Warfare qualification programs | Report Date | Completion Date (N/A if not required) |
|----------------------------------|-------------|--|
| Aviation Warfare Specialist | | |
| Surface Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (N/A if not required) |
|--|-------------|--|
| 301 M9 Service Pistol Operator | | |
| 301 Sentry | | |
| 302 Reaction Force Member | | |
| 305 M500 Shotgun Operator | | |
| 308 M16 (Series) Rifle Operator | | |
| 311 Genadier | | |
| 323 Duty Armorer | | |
| Antiterrorism Common Core (NAVEDTRA 43387-2 Series) | | |
| Security Force Weapons (NAVEDTRA 43466 Series) | | |

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the GM-Gunner's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Target Paygrade | Certifying Agency | Credential Title | Date Completed |
|-----------------|--|---|----------------|
| E7 | American Society for Quality (ASQ) | Certified Manager of Quality/Organizational Excellence (CMQ/OE) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Associate Safety Professional (ASP) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Certified Safety Professional (CSP) | |
| E4 | Certifying Technical Employee Competence (CertTEC) | Basic Electricity and Electronics - Direct Current (BEE-DC) | |

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

| Certifying Agency | Credential Title | Date Completed |
|---|---|----------------|
| American Society for Quality (ASQ) | Certified Manager of Quality/Organizational Excellence (CMQ/OE) | |
| American Society for Quality (ASQ) | Certified Quality Engineer (CQE) | |
| American Society for Quality (ASQ) | Certified Reliability Engineer (CRE) | |
| American Society for Quality (ASQ) | Master Black Belt Certification (MBB) | |
| American Society for Quality (ASQ) | Quality Auditor Certification (CQA) | |
| American Society for Quality (ASQ) | Six Sigma Black Belt (CSSBB) | |
| Computing Technology Industry Association (CompTIA) | CompTIA Project+ | |
| Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Black Belt (ICBB) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Green Belt (ICGB) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Yellow Belt (ICYB) | |
| Project Management Institute (PMI) | Certified Associate in Project Management (CAPM) | |
| Project Management Institute (PMI) | PMI Agile Certified Practitioner (PMI-ACP) | |
| Project Management Institute (PMI) | PMI Professional in Business Analysis (PMI-PBA) | |
| Project Management Institute (PMI) | PMI Scheduling Professional (PMI-SP) | |
| Project Management Institute (PMI) | Portfolio Management Professional (PfMP) | |
| Project Management Institute (PMI) | Program Management Professional (PgMP) | |
| Project Management Institute (PMI) | Project Management Professional (PMP) | |
| Resilience-Building Leader Program | Resilience-Building Leadership Professional (RBLP) | |

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the GM-Gunner's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

| Rank | Apprenticeship | Date Completed |
|---------|------------------------|----------------|
| E1 - E9 | Computer Operator | |
| | Electronics Technician | |

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the GM-Gunner's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Occupation (Civilian Employer) |
|---|
| Aircraft Mechanics and Service Technicians |
| Electrical and Electronic Engineering Technologists and Technicians |
| Electronics Engineers, Except Computer |
| Explosives Workers, Ordnance Handling Experts, and Blasters |
| First-Line Supervisors of Mechanics, Installers, and Repairers |
| Helpers--Installation, Maintenance, and Repair Workers |
| Inspectors, Testers, Sorters, Samplers, and Weighers |
| Production, Planning, and Expediting Clerks |
| Training and Development Managers |
| Transportation, Storage, and Distribution Managers |

| Occupation (Federal Employer) |
|--|
| 0856 - Electronics Technical Series |
| 2606 - Electronic Industrial Controls Mechanic |
| 2608 - Electronic Digital Computer Mechanic |
| 2610 - Electronic Integrated Systems Mechanic |
| 4749 - Maintenance Mechanic |
| 6511 - Missile/Toxic Materials Handling |
| 6610 - Small Arms Repairing |
| 6641 - Ordnance Equipment Mechanic |
| 6656 - Special Weapons Systems Mechanic |
| 8255 - Pneudraulic Systems Mechanic |
| 9944 - Electronics Technician |

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

| <u>15 Months</u> | <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>Orders Received</u> |
|---|-------------------------|-----------------|-------------------|------------------------|
| Career Waypoint | Career Waypoint | Career Waypoint | Accept Orders | Screening |
| Exception Family Member | Exception Family Member | Medical/Dental | Reverse Sponsor | Obligate |
| MNA | MNA | MNA | Relocation (FFSC) | Bonus |
| Mil to Mil | Eval | SRB | SRB | |
| Family Care Plan | | | | |
| Continuous Overseas Tours (COT) | | | | |
| Overseas Tour Extension Incentive Program (OTEIP) | | | | |

SELRES TRANSFER:

| <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>3 Months</u> | <u>Orders Received</u> |
|-------------------------|---------------------------|------------------------------|---------------------|------------------------|
| MNA | MNA | MNA | MNA | Sign Eval |
| (verify account access) | (extend in current field) | (apply for billets) | (apply for billets) | |
| Family Care Plan | | Start Eval | | |
| Mil to Mil | | Reverse Sponsor | | |
| | | Incentives/EOS opportunities | | |

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

| <u>18 -12 months</u> | <u>6 months</u> | <u>90 days</u> | <u>30 days</u> |
|---|----------------------------|----------------------|-----------------|
| TAP* | MED/DEN | Copy of Records | Copy of Records |
| Complete DD 2648 | Relocation | Official Record CD | PSD |
| Transition Planning | Relocation Services (FFSC) | Arrange Ceremony | MED/DEN |
| Annual Statement of Service History (ASOSH) | Reserve Affiliation | Request Leave / PTDY | DD 214* |
| Reserve Only | VA/DVA | | |

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E4)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

**** Various degree options are available in the Advanced Education section. ****

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E4 REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|--|-----------------------|---------------|----------------|
| Foundational Leader Development Course ⁵ | Water front/ Flightline/ Various ⁴ | NELD-03 | 2.5 days | |
| Professional Military Knowledge Eligibility Exam (PMK-EE) for E5 | Navy e-Learning | NETCPDC-PMK-EE-E5-1.0 | | |
| Ethics Training | Command Delivered | | | |
| Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) ³ | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Records Management | Command Delivered/MNP | DOR-RM-010-1.2 | | |
| Privacy Act | Command Delivered | | | |
| Suicide Prevention ³ | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Antiterrorism Level I ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

E4 REQUIRED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------|-----------------|------------|---------------|----------------|
| None | | | | |

E4 RECOMMENDED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|---------------------------------|------------------------------------|---------------|----------------|
| Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material | Navy e-Learning | NETCPDC-PMK-EE-SM-1.0 | | |
| Military Requirements for Petty Officer Third and Second Class | Navy e-Learning | NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0 | | |
| Introductory Enlisted Professional Military Education (IEPME) | Navy e-Learning | Military DON/ PME | 18 hrs | |
| Block 1 Introductory EPME - Introduction | Navy e-Learning | NWC-IEPME-INTRO-B1 | - | |
| Block 2 Introductory EPME - History and Traditions | Navy e-Learning | NWC-IEPME-INTRO-B2 | 3 hrs | |
| Block 3 Introductory EPME - Enlisted Professionalism | Navy e-Learning | NWC-IEPME-INTRO-B3 | 3 hrs | |
| Block 4 Introductory EPME - Policy and the Navy | Navy e-Learning | NWC-IEPME-INTRO-B4 | 3 hrs | |
| Block 5 Introductory EPME - Planning for Operations | Navy e-Learning | NWC-IEPME-INTRO-B5 | 3 hrs | |
| Block 6 Introductory EPME - Regional and Cultural Awareness | Navy e-Learning | NWC-IEPME-INTRO-B6 | 3 hrs | |
| Block 7 Introductory EPME - Technology in the Maritime Domain | Navy e-Learning | NWC-IEPME-INTRO-B7 | 3 hrs | |
| Block 8 Introductory EPME - Conclusion | Navy e-Learning | NWC-IEPME-INTRO-B82 | - | |
| Cultural Awareness | Navy e-Learning | Foreign Language and Culture | 45 hrs | |
| Navy Reserve Fundamentals for Active Duty Course | Navy e-Learning | NAVRESFOR-NRF-3.0 | 10 hrs | |
| Nutrition | Navy e-Learning | NMHC12107V2.1 | 1 hour | |
| Personal Financial Management | Navy e-Learning | CPD-PFM-1.0 | 8 hrs | |
| PREVENT | Command Delivered | S-501-0150 | 24 hrs | |
| 21st Century CONSEP (Mid-Career) | Fleet and Family Service Center | | 2 days | |
| Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Combating Trafficking of Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-3.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Electromagnetic Maneuver Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity, Harassment, and Resolution Options | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORMTC-1.0 | | |
| Operations Security | Command Delivered/ MNP | NOST-USOPSEC-3.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM-1.0 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Stress Management | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Traumatic Brain Injury | Command Delivered | | | |
| Privacy Act | Command Delivered | DON-PRIV-2.0 | | |
| Antiterrorism Level ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Tactical Combat Casualty Care All Service Member/Tier 1 | Command Delivered | B-300-2010 | | |
| Financial Management ³ | Command Delivered | | | |

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E4 RECOMMENDED RESERVE PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-------------------|----------------------|---------------|----------------|
| Navy Reserve Fundamentals Course (E1-E9) | Navy e-Learning | NAVRESFOR-NRF-3.0 | | |
| Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9) | NRPDC New Orleans | R-510-5514 | 5 days | |
| Reserve Medical Administration (E1-E7) | NRPDC New Orleans | R-500-0007 | 5 days | |
| Reserve Pay and Personnel Management (E1-E9) | NRPDC New Orleans | R-500-0020 | 5 days | |
| Non-Prior Service Accession Program | Navy e-Learning | CNRFC-NPSAP-2 /DoN 0 | 23 hrs | |
| Guidance for Mobilization | Navy e-Learning | CNRFC-GMB-1.1 /DoN | 4 hrs | |
| Military Sealift Command 101 | Navy e-Learning | CNRFC-MS101 /DoN 1.1 | 24 hrs | |

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):

https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E4 RECOMMENDED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|-----------------|-----------------------|---------------|----------------|
| Mk 38 Mod 2 Machine Gun | PQS | NAVEDTRA 43188/301 | | |
| Cargo Weapons Elevators | PQS | NAVEDTRA 43108-F/302 | | |
| Cargo Weapons Elevators | PQS | NAVEDTRA 43108-F/303 | | |
| Cargo Weapons Elevators | PQS | NAVEDTRA 43108-F/304 | | |
| 5"/54 Cal Gun Mount Mk 45 Mods 1 & 2 | PQS | NAVEDTRA 43168-D/305 | | |
| 5"/62 Cal Gun Mount Mk 45 Mod 4 | PQS | NAVEDTRA 43168-1/305 | | |
| Conventional Weapons Explosive Handling and Stowage | | NAVEDTRA 43202-C/302 | | |
| Conventional Weapons Explosive Handling and Stowage | | NAVEDTRA 43202-C/303 | | |
| Maintenance and Material Management System | PQS | NAVEDTRA 43241-H/302 | | |
| Surface Vessel Torpedo Tubes Mk 32 | PQS | NAVEDTRA 43342-D/302 | | |
| Force Protection Afloat | PQS | NAVEDTRA 43387-2D/307 | | |
| Mk 41 Vertical Launching System (VLS) | PQS | NAVEDTRA 43424-E/304 | | |
| Mk 41 Vertical Launching System (VLS) | PQS | NAVEDTRA 43424-E/308 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-C/312 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-C/313 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-C/314 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-C/315 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-C/316 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-C/317 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-C/318 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-C/322 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-C/323 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-C/324 | | |
| Combat Systems Operational Sequencing System (CSOSS) | | NAVEDTRA 43511-C/301 | | |
| Quality Maintenance Program | PQS | NAVEDTRA 43523-B/302 | | |

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Ghost Fleet – <i>Singer</i> | Matterhorn - <i>Marlantes</i> | Leaders Eat Last - <i>Sinek</i> |
| Guide to Maritime Strategy – <i>Holmes</i> | Red Star Over the Pacific - <i>Holmes & Yoshihara</i> | Mindset: Psych of Success - <i>Dweck</i> |
| Neptune's Inferno - <i>Hornfischer</i> | Seapower: Guide for 21st Century - <i>Till</i> | The Infinite Game - <i>Sinek</i> |
| Six Frigates – <i>Toll</i> | The Leader's Bookshelf - <i>Stavridis</i> | What is it Like to go to War - <i>Marlantes</i> |

CAPABILITIES

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information. | | |
|---|-------------------------------------|-------------------------------------|
| Foundational | Advanced | Capstone |
| AI Basics - <i>Taulli</i> | Fifth Domain: Cyber - <i>Clarke</i> | Deep Thinking: AI - <i>Kasparov</i> |
| Army of None - <i>Scharre</i> | Human Compatible - <i>Russell</i> | Four Global Forces - <i>Dobbs</i> |
| Burn-In - <i>Singer</i> | New Rules of War - <i>McFate</i> | Genius Weapons - <i>DeMonte</i> |
| The Future of War - <i>Freedman</i> | The Perfect Weapon - <i>Sanger</i> | Inevitable - <i>Kelly</i> |
| The Next 100 Years - <i>Friedman</i> | | |

CAPACITY

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Fearless-SEAL Team Six - <i>Blehm</i> | American Naval Thinking - <i>Haynes</i> | End of Grand Strategy - <i>Dombrowski</i> |
| One Nation Under Drones - <i>Jackson</i> | Fleet Tactics - <i>Hughes</i> | Our Robots Our Selves - <i>Mindell</i> |
| The Fleet at Flood Tide - <i>Hornfischer</i> | Just and Un-Just Wars - <i>Walzer</i> | Second Most Powerful Man - <i>O'Brien</i> |
| Tin Can Sailors - <i>Hornfischer</i> | Seapower - <i>Stavridis</i> | The Future of Violence - <i>Wittes</i> |

SAILORS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Dichotomy of Leadership - <i>Willink</i> | A Tactical Ethic - <i>Couch</i> | Fortune Favors Boldness - <i>Costello</i> |
| Ego is the Enemy - <i>Holiday</i> | Character Gap - <i>Miller</i> | No Pity - <i>Shapiro</i> |
| How to be an Anti-Racist - <i>Kendi</i> | Fed Up - <i>Hartley</i> | Road to Character - <i>Brooks</i> |
| Tiny Habits - <i>Fogg</i> | Military Ethics - <i>Lucas</i> | The Honest Truth about Dishonesty - <i>Aire</i> |
| We Can't Talk About That at Work - <i>Winters</i> | Sexual Minorities and Politics - <i>Pierceson</i> | The New Jim Crow - <i>Alexander</i> |
| | Start with Why - <i>Sinek</i> | |

MCPON's Suggested Reading

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information. | | |
|---|--|--|
| Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading. | | |
| A Call to Conscience - <i>Carson, Shepard, Young</i> | Happiness Advantage - <i>Achor</i> | Starship Troopers - <i>Heinlein</i> |
| Blink: Power of Thinking - <i>Gladwell</i> | Jonathan L. Seagull - <i>Bach</i> | Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i> |
| Brave New World - <i>Huxley</i> | Only Women in the Room - <i>Benedict</i> | The Captain Class - <i>Walker</i> |
| Cannonball! - <i>Yates</i> | Overcome - <i>Redman</i> | The Good Shepherd - <i>Forester</i> |
| Class 11 - <i>Waters</i> | Perform Under Pressure - <i>Evans</i> | The Old Man's Trail - <i>Campbell</i> |
| Descent Into Darkness - <i>Raymer</i> | Run Silent, Run Deep - <i>Beach</i> | Tragedy at Honda Point - <i>Lockwood</i> |
| Duty: A Memoir - <i>Gates</i> | Shoot the Women First - <i>MacDonald</i> | We Die Alone - <i>Howarth</i> |

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E4 RECOMMENDED COMMUNITY READING

| Title | Completed |
|---|-----------|
| Admiral John H. Towers – The Struggle for Naval Air Supremacy <i>by Reynolds</i> | |
| Authors at Sea <i>by Shenk</i> | |
| Decision and Dissent with Halsey at Leyte Gulf <i>by Solberg</i> | |
| Run Silent/Run Deep <i>by Beach</i> | |
| The First Team – Pacific Naval Air Combat from Pearl Harbor to Midway <i>by Lundstrom</i> | |
| The United States Sailors: A History <i>by Simmons</i> | |
| Victory at Sea – World War II in the Pacific <i>by Dunnigan</i> | |
| Torpedo Handling System NAVSEA 0975-LP-005-7010 | |
| Hazards of Electromagnetic Radiation to Ordnance; Vol 2 NAVSEA OP 3565/NAVAIR 16-1-529 | |
| Ammunition and Explosive Safety Afloat NAVSEA OP4 | |
| Ammunition and Explosives Safety Ashore NAVSEA OP5 | |
| Shipboard Ammunition Handling NAVSEA S9086-XG-STM-010 Ch 700. | |
| Magazine Sprinkler Systems NAVSEA S9522-AA-HBK-010 | |
| Small Arms and Special Warfare Ammunition NAVSEA SW010-AD-GTP-010 | |
| Technical Manual for Otto Fuel II NAVSEA S6340-AA-MMA-010 | |
| Gun Ammunition NAVSEA SW030-AA-MMO-010 | |
| Pyrotechnic Screening, Marking and Countermeasure Devices NAVSEA SW050-AB-MMA-020 | |
| 5-Inch 54-Caliber Gun Mount Mark 45 Mod 2 NAVSEA SW323-F2-MMO-020 | |
| Gun Mount, 5/54 Caliber, Mk 45 Mod 4 NAVSEA SW323-G4-MMO-010 | |
| Vertical Launching System Mk 41 Mods 0/1/2/7/15 Capabilities NAVSEA SW394-AF-SUP-010 | |
| Lightweight Torpedo Firing Craft Procedures NAVSEA SW515-A0-PRO-020 | |



Gunner's Mate Petty Officer Second Class (Journeyman)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---------------------------------------|-----------------|------------|---------------|----------------|
| Gunner's Mate "A" School ¹ | Great Lakes, IL | A-100-0094 | 70 days | |

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|--|----------------|---------------|----------------|
| Magazine Sprinkler System Operation and Maintenance (N/A) ¹ | Everett, WA; San Diego, CA; Norfolk, VA; Yokosuka, Japan | K-041-2048 | 4 days | |
| Crew Served Weapons Operations and Maintenance (N/A) ¹ | CENSECFOR DET Chesapeake; CENSECFOR DET San Diego | A-041-0013 | 12 days | |
| LAMPS Aviation Ordnance Handling ¹ | Norfolk, VA; San Diego, CA; Pearl Harbor, HI | K-050-2131 | 5 days | |
| MK 32 SVTT Operation and Maintenance ¹ | Norfolk, VA; Pearl Harbor, HI | J-123-0568 | 12 days | |
| Explosive/Ammunition Driver ¹ | Port Hueneme, CA; Gulfport, MS | S-710-0970 | 1 week | |
| Machine Gun Crew Training M-2 .50 Caliber ¹ | Port Hueneme, CA; Gulfport, MS | S-710-0957 | | |
| MK 50 Modular Gun Weapon System O&M Difference Course ¹ | Dam Neck, VA | A-041-0005 | 12 days | |
| MK 41 VLS Aegis Ashore Difference O&M ¹ | Dam Neck, VA | A-121-0582 | 5 days | |
| MK 45 Gun Mount Technical Enhancement Training (TET) ¹ | Dahlgren, VA; San Diego, VA | S-113-2104 | 12 days | |
| MK 60 Mod 0 Griffin Missile System O&M ¹ | Dahlgren, VA | S-041-0006 | 5 days | |
| Magazine Sprinkler Inspector ¹ | HI, PEARL HARBOR; CA, SAN DIEGO; VA, NORFOLK | K-041-2137 | 3 days | |

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|-----------------------------|----------------|---------------|----------------|
| V65B - MK 41 VLS O&M Core ¹ | Dam Neck, VA; San Diego, CA | A-121-0522 | 107 days | |
| V64B - MK 41 VLS Baseline V/VII ¹ | Dam Neck, VA; San Diego, CA | A-121-0580 | 29 days | |
| V62B - MK 45 Mod 1 & 2 O&M ¹ | San Diego, CA | A-113-1118 | 100 days | |
| V63B - MK 45 Mod 4 O & M ¹ | San Diego, CA | A-113-2102 | 79 days | |
| 718B - Crew Served Weapons Instructor (CSWI) ¹ | Various Locations | A-830-2215 | 12 days | |
| 716B - Lightweight Torpedo S&I ¹ | Everett, WA | A-123-0174 | 31 days | |
| 717B - Small Arms Marksmanship Instructor (SAMI) ¹ | Various Locations | A-041-0148 | 19 days | |
| 764A - Cargo/Weapons Elevator (Electrical) ¹ | Great Lakes, IL | A-690-0099 | 22 days | |
| 743B - Cargo/Weapons Elevator (Mechanical) ¹ | Great Lakes, IL | A-690-0100 | 22 days | |
| V61B - 30MM MK 46 Mod 2 Gun Weapon System (GWS) ¹ | Dam Neck, VA | A-113-0039 | 26 days | |
| 804G - Expeditionary Combat Skills (ECS) ¹ | CSFE - NCTC Gulfport, MS | A-830-0030 | 26 days | |
| 787A - Enhanced Organization Level Maintenance (NSW Armorer) ¹ | Crane, IN | S-041-0002 | 33 days | |
| 779B - 25mm Machine Gun System Mk 38 Mod 2 O&M ¹ | Norfolk, VA; San Diego, CA | A-041-0003 | 19 days | |
| 814A - Ammunition Supply Administration ¹ | Dam Neck, VA; San Diego, CA | A-041-0040 | 12 days | |
| 805A - Navy Instructor Training Course (NITC) ¹ | Various Locations | A-012-0077 | 19 days | |
| 803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹ | Pensacola, FL | S-501-0020 | 33 days | |
| 8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor | Great Lakes, IL | A-012-0037 | 87 days | |
| V96A - 57MM MK 110 O&M ¹ | VA, VIRGINIA BEACH | A-113-0197 | 29 days | |
| MK32 SVTT MOD 15/19 O&M ¹ | CA, SAN DIEGO | A-130-0118 | 36 days | |

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Performs systems operability tests; instructs and supervises crews in the handling and storage of explosives; qualifies personnel in the use and operation of crew served weapons and small arms; inspects and supervises the operation of weapons delivery systems and ordnance handling equipment; adjusts, tests, and aligns weapons delivery systems; develops lesson training plans; prepares weekly maintenance schedules; maintains shop and equipment logs; orders repair parts and special tools; maintains, troubleshoots, and repairs synchros, hydraulic pumps, and pneumatic systems; maintains and updates administrative records to include access lists, magazine temperature logs, supply and repair part inventories, and small arms/crew served weapons firing count logs; implements control measures necessary to protect lives, property, and critical national defense assets against unauthorized access, theft, fire, malicious destruction, loss, or other intentional crime or damage.

RECOMMENDED BILLET ASSIGNMENTS

Work as ordnance equipment technician and ordnance handling team leaders aboard ships or at shore establishments.
Other Opportunities:

- Joint Assignments
- Naval Special Warfare Development Group
- GWOT Support Assignments
- Recruiter
- Instructor
- RDC
- DAPA
- CAAC
- Career Counselor

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

| | | | |
|---|----------------------|---|---|
| Command Address | <input type="text"/> | QD Phone Number: | <input type="text"/> |
| Mobilization UIC: | <input type="text"/> | | |
| Naval Reserve Activity: | <input type="text"/> | | |
| Division Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Chief Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Sponsor/Mentor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Depart/Division Career Counselor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Date of Initial Entry to Military Service (DIEMS): | <input type="text"/> | Date of Initial Entry Reserve Forces (DIERF): | <input type="text"/> |
| Pay Entry Base Date (PEBD): | <input type="text"/> | | |
| ADSD: | <input type="text"/> | Report Date: | <input type="text"/> |
| | | EAOS/EOS: | <input type="text"/> |
| | | PRD: | <input type="text"/> |
| | | SEA / SHORE: | <input type="text"/> / <input type="text"/> |
| PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6) | | | |
| Date Advanced: | <input type="text"/> | Eligible Advancement Date: | <input type="text"/> |
| | | Number of times up: | <input type="text"/> |
| HYT Date: | <input type="text"/> | Security Clearance Level: | <input type="text"/> |
| | | Date Last updated: | <input type="text"/> |
| Command INDOC complete: | <input type="text"/> | | |

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (N/A if not required) |
|--|-------------|--|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 301 Maintenance Person | | |
| 3M 302 Repair Parts/Supply Petty Officer | | |
| 3M 303 Work Center Supervisor | | |
| 3M 304 LCPO/Division Officer | | |
| Messenger of the Watch (MOOW) | | |
| Petty Officer of the Watch (POOW) | | |
| Junior Officer of the Deck (JOOD) | | |
| Personnel Qualification Standard | | |

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

| Warfare qualification programs | Report Date | Completion Date (N/A if not required) |
|----------------------------------|-------------|--|
| Aviation Warfare Specialist | | |
| Surface Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (N/A if not required) |
|---|-------------|--|
| 301 M9 Service Pistol Operator | | |
| 301 Sentry | | |
| 302 Reaction Force Member | | |
| 322 Clearing Barrel Supervisor | | |
| 323 Duty Armorer | | |
| 324 Line Coach | | |
| 325 Small Arms Marksmanship Instructor (SAMI) | | |
| 326 Crew Served Weapons Instructor (CSWI) | | |
| Antiterrorism Common Core (NAVEDTRA 43387-2 Series) | | |
| NAVEDTRA 43398-13B: AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to DDG and CG Ship Classes | | |
| Security Force Weapons (NAVEDTRA 43466 Series) | | |

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the GM-Gunner's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Target Paygrade | Certifying Agency | Credential Title | Date Completed |
|-----------------|--|---|----------------|
| E7 | American Society for Quality (ASQ) | Certified Manager of Quality/Organizational Excellence (CMQ/OE) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Associate Safety Professional (ASP) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Certified Safety Professional (CSP) | |
| E4 | Certifying Technical Employee Competence (CertTEC) | Basic Electricity and Electronics - Direct Current (BEE-DC) | |

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

| Certifying Agency | Credential Title | Date Completed |
|---|---|----------------|
| American Society for Quality (ASQ) | Certified Manager of Quality/Organizational Excellence (CMQ/OE) | |
| American Society for Quality (ASQ) | Certified Quality Engineer (CQE) | |
| American Society for Quality (ASQ) | Certified Reliability Engineer (CRE) | |
| American Society for Quality (ASQ) | Master Black Belt Certification (MBB) | |
| American Society for Quality (ASQ) | Quality Auditor Certification (CQA) | |
| American Society for Quality (ASQ) | Six Sigma Black Belt (CSSBB) | |
| Computing Technology Industry Association (CompTIA) | CompTIA Project+ | |
| Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Black Belt (ICBB) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Green Belt (ICGB) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Yellow Belt (ICYB) | |
| Project Management Institute (PMI) | Certified Associate in Project Management (CAPM) | |
| Project Management Institute (PMI) | PMI Agile Certified Practitioner (PMI-ACP) | |
| Project Management Institute (PMI) | PMI Professional in Business Analysis (PMI-PBA) | |
| Project Management Institute (PMI) | PMI Scheduling Professional (PMI-SP) | |
| Project Management Institute (PMI) | Portfolio Management Professional (PfMP) | |
| Project Management Institute (PMI) | Program Management Professional (PgMP) | |
| Project Management Institute (PMI) | Project Management Professional (PMP) | |
| Resilience-Building Leader Program | Resilience-Building Leadership Professional (RBLP) | |

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the GM-Gunner's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

| Rank | Apprenticeship | Date Completed |
|---------|------------------------|----------------|
| E1 - E9 | Computer Operator | |
| | Electronics Technician | |

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the GM-Gunner's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Occupation (Civilian Employer) |
|---|
| Aircraft Mechanics and Service Technicians |
| Electrical and Electronic Engineering Technologists and Technicians |
| Electronics Engineers, Except Computer |
| Explosives Workers, Ordnance Handling Experts, and Blasters |
| First-Line Supervisors of Mechanics, Installers, and Repairers |
| Helpers--Installation, Maintenance, and Repair Workers |
| Inspectors, Testers, Sorters, Samplers, and Weighers |
| Production, Planning, and Expediting Clerks |
| Training and Development Managers |
| Transportation, Storage, and Distribution Managers |

| Occupation (Federal Employer) |
|--|
| 0856 - Electronics Technical Series |
| 2606 - Electronic Industrial Controls Mechanic |
| 2608 - Electronic Digital Computer Mechanic |
| 2610 - Electronic Integrated Systems Mechanic |
| 4749 - Maintenance Mechanic |
| 6511 - Missile/Toxic Materials Handling |
| 6610 - Small Arms Repairing |
| 6641 - Ordnance Equipment Mechanic |
| 6656 - Special Weapons Systems Mechanic |
| 8255 - Pneudraulic Systems Mechanic |
| 9944 - Electronics Technician |

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

| <u>15 Months</u> | <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>Orders Received</u> |
|---|-------------------------|-----------------|-------------------|------------------------|
| Career Waypoint | Career Waypoint | Career Waypoint | Accept Orders | Screening |
| Exception Family Member | Exception Family Member | Medical/Dental | Reverse Sponsor | Obligate |
| MNA | MNA | MNA | Relocation (FFSC) | Bonus |
| Mil to Mil | Eval | SRB | SRB | |
| Family Care Plan | | | | |
| Continuous Overseas Tours (COT) | | | | |
| Overseas Tour Extension Incentive Program (OTEIP) | | | | |

SELRES TRANSFER:

| <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>3 Months</u> | <u>Orders Received</u> |
|-------------------------|---------------------------|------------------------------|---------------------|------------------------|
| MNA | MNA | MNA | MNA | Sign Eval |
| (verify account access) | (extend in current field) | (apply for billets) | (apply for billets) | |
| Family Care Plan | | Start Eval | | |
| Mil to Mil | | Reverse Sponsor | | |
| | | Incentives/EOS opportunities | | |

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

| <u>18 -12 months</u> | <u>6 months</u> | <u>90 days</u> | <u>30 days</u> |
|---|----------------------------|----------------------|-----------------|
| TAP* | MED/DEN | Copy of Records | Copy of Records |
| Complete DD 2648 | Relocation | Official Record CD | PSD |
| Transition Planning | Relocation Services (FFSC) | Arrange Ceremony | MED/DEN |
| Annual Statement of Service History (ASOSH) | Reserve Affiliation | Request Leave / PTDY | DD 214* |
| Reserve Only | VA/DVA | | |

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E5)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

**** Various degree options are available in the Advanced Education section. ****

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E5 REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|--|-----------------------|---------------|----------------|
| Intermediate Leader Development Course | Water front/ Flightline/ Various ⁴ | NELD-04 | 3 days | |
| Professional Military Knowledge Eligibility Exam (PMK-EE) for E6 | Navy e-Learning | NETCPDC-PMK-EE-E6-1.0 | | |
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 hrs | |
| Ethics Training | Command Delivered | | | |
| Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) ³ | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Records Management | Command Delivered/MNP | DOR-RM-010-1.2 | | |
| Privacy Act | Command Delivered | | | |
| Suicide Prevention ³ | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Antiterrorism Level I ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

E5 REQUIRED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------|-----------------|------------|---------------|----------------|
| None | | | | |

E5 RECOMMENDED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|------------------------|----------------------------------|---------------|----------------|
| Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material | Navy e-Learning | NETCPDC-PMK-EE-SM-1.0 | | |
| Military Requirements for Petty Officer First Class | Navy e-Learning | NRTC-NAVEDTRA-14145-MRFPO-FC-1.0 | | |
| Basic Enlisted Professional Military Education (BEPME) | Navy e-Learning | Military DON/ PME | 20 hrs | |
| Block 1 Basic EPME - Introduction | Navy e-Learning | NWC-EPME-BASIC-B1 | | |
| Block 2 Basic EPME - Navy History and Heritage | Navy e-Learning | NWC-EPME-BASIC-B2 | | |
| Block 3 Basic EPME - The Navy Professional | Navy e-Learning | NWC-EPME-BASIC-B3 | | |
| Block 4 Basic EPME - Organization and Guidance | Navy e-Learning | NWC-EPME-BASIC-B4 | | |
| Block 5 Basic EPME - Planning | Navy e-Learning | NWC-EPME-BASIC-B5 | | |
| Block 6 Basic EPME - Regional Expertise and Cultural Awareness | Navy e-Learning | NWC-EPME-BASIC-B6 | | |
| Block 7 Basic EPME - Technology for the Warfighter | Navy e-Learning | NWC-EPME-BASIC-B7 | | |
| Block 8 Basic EPME - Conclusion | Navy e-Learning | NWC-EPME-BASIC-B8 | | |
| Navy Reserve Fundamentals for Active Duty Course | Navy e-Learning | NAVRESFOR-NRF-3.0 | 10 hrs | |
| Nutrition | Navy e-Learning | NMHCI2107V2.1 | 1 hour | |
| Culture | Navy e-Learning | Foreign Language and Culture | 45 hrs | |
| Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Combating Trafficking of Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-3.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Electromagnetic Maneuver Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity, Harassment, and Resolution Options | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORMTC-1.0 | | |
| Operations Security | Command Delivered/ MNP | NOST-USOPSEC-3.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM-1.0 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Stress Management | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Traumatic Brain Injury | Command Delivered | | | |
| Privacy Act | Command Delivered | DON-PRIV-2.0 | | |
| Antiterrorism Level I ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Tactical Combat Casualty Care All Service Member/Tier 1 | Command Delivered | B-300-2010 | | |
| Financial Management ³ | Command Delivered | | | |

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E5 RECOMMENDED RESERVE PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-------------------|-----------------------|---------------|----------------|
| Navy Reserve Fundamentals Course (E1-E9) | Navy e-Learning | NAVRESFOR-NRF-3.0 | | |
| Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9) | NRPDC New Orleans | R-510-5514 | 5 days | |
| Reserve Medical Administration (E1-E7) | NRPDC New Orleans | R-500-0007 | 5 days | |
| Reserve Pay and Personnel Management (E1-E9) | NRPDC New Orleans | R-500-0020 | 5 days | |
| Reserve Supply and Fiscal Support NEC S05A (E5-E7) | NRPDC New Orleans | R-551-0010 | 12 days | |
| Reserve Career Information (E5-E8) | NRPDC New Orleans | R-501-0005 | 12 days | |
| Guidance for Mobilization | Navy e-Learning | CNRF-C-GMB-1.1 /DoN | 4 hrs | |
| Military Sealift Command 101 | Navy e-Learning | CNRF-C-MS101 /DoN 1.1 | 24 hrs | |

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E5 RECOMMENDED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|-----------------|-------------------------|---------------|----------------|
| Mk 38 Mod 2 25mm Machine Gun | | NAVEDTRA 43188 | | |
| Cargo/Weapons Elevators | | NAVEDTRA 43108 Series | | |
| 5-Inch/62 Caliber Gun Mount MK 45 MOD 4 | | NAVEDTRA 43168-1 | | |
| 5-Inch/54 Caliber Gun Mount Mk 45 Mods 1 & 2 | | NAVEDTRA 43168-D | | |
| Ordnance Operations | | NAVEDTRA 43202-1 Series | | |
| Maintenance and Material Management (3-M) | | NAVEDTRA 43241 Series | | |
| Surface Vessel Torpedo Tubes (SVTT) Mk 32 Mods 5, 14, 15, 17, and 19 | | NAVEDTRA 43342-D | | |
| Magazine Protection System | | NAVEDTRA 43386-C | | |
| Force Protection Afloat | | NAVEDTRA 43387-2D | | |
| MK 41 Vertical Launching System (VLS) | | NAVEDTRA 43424-E | | |
| Security Force Weapons | | NAVEDTRA 43466-C | | |
| Combat Systems Operational Sequencing System (CSOSS) | | NAVEDTRA 43511-C | | |
| Quality Maintenance Program | | NAVEDTRA 43523-B | | |

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Ghost Fleet – <i>Singer</i> | Matterhorn - <i>Marlantes</i> | Leaders Eat Last - <i>Sinek</i> |
| Guide to Maritime Strategy – <i>Holmes</i> | Red Star Over the Pacific - <i>Holmes & Yoshihara</i> | Mindset: Psych of Success - <i>Dweck</i> |
| Neptune's Inferno - <i>Hornfischer</i> | Seapower: Guide for 21st Century - <i>Till</i> | The Infinite Game - <i>Sinek</i> |
| Six Frigates – <i>Toll</i> | The Leader's Bookshelf - <i>Stavridis</i> | What is it Like to go to War - <i>Marlantes</i> |

CAPABILITIES

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information. | | |
|---|-------------------------------------|-------------------------------------|
| Foundational | Advanced | Capstone |
| AI Basics - <i>Taulli</i> | Fifth Domain: Cyber - <i>Clarke</i> | Deep Thinking: AI - <i>Kasparov</i> |
| Army of None - <i>Scharre</i> | Human Compatible - <i>Russell</i> | Four Global Forces - <i>Dobbs</i> |
| Burn-In - <i>Singer</i> | New Rules of War - <i>McFate</i> | Genius Weapons - <i>DeMonte</i> |
| The Future of War - <i>Freedman</i> | The Perfect Weapon - <i>Sanger</i> | Inevitable - <i>Kelly</i> |
| The Next 100 Years - <i>Friedman</i> | | |

CAPACITY

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Fearless-SEAL Team Six - <i>Blehm</i> | American Naval Thinking - <i>Haynes</i> | End of Grand Strategy - <i>Dombrowski</i> |
| One Nation Under Drones - <i>Jackson</i> | Fleet Tactics - <i>Hughes</i> | Our Robots Our Selves - <i>Mindell</i> |
| The Fleet at Flood Tide - <i>Hornfischer</i> | Just and Un-Just Wars - <i>Walzer</i> | Second Most Powerful Man - <i>O'Brien</i> |
| Tin Can Sailors - <i>Hornfischer</i> | Seapower - <i>Stavridis</i> | The Future of Violence - <i>Wittes</i> |

SAILORS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Dichotomy of Leadership - <i>Willink</i> | A Tactical Ethic - <i>Couch</i> | Fortune Favors Boldness - <i>Costello</i> |
| Ego is the Enemy - <i>Holiday</i> | Character Gap - <i>Miller</i> | No Pity - <i>Shapiro</i> |
| How to be an Anti-Racist - <i>Kendi</i> | Fed Up - <i>Hartley</i> | Road to Character - <i>Brooks</i> |
| Tiny Habits - <i>Fogg</i> | Military Ethics - <i>Lucas</i> | The Honest Truth about Dishonesty - <i>Aire</i> |
| We Can't Talk About That at Work - <i>Winters</i> | Sexual Minorities and Politics - <i>Pierceson</i> | The New Jim Crow - <i>Alexander</i> |
| | Start with Why - <i>Sinek</i> | |

MCPON's Suggested Reading

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information. | | |
|---|--|--|
| Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading. | | |
| A Call to Conscience - <i>Carson, Shepard, Young</i> | Happiness Advantage - <i>Achor</i> | Starship Troopers - <i>Heinlein</i> |
| Blink: Power of Thinking - <i>Gladwell</i> | Jonathan L. Seagull - <i>Bach</i> | Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i> |
| Brave New World - <i>Huxley</i> | Only Women in the Room - <i>Benedict</i> | The Captain Class - <i>Walker</i> |
| Cannonball! - <i>Yates</i> | Overcome - <i>Redman</i> | The Good Shepherd - <i>Forester</i> |
| Class 11 - <i>Waters</i> | Perform Under Pressure - <i>Evans</i> | The Old Man's Trail - <i>Campbell</i> |
| Descent Into Darkness - <i>Raymer</i> | Run Silent, Run Deep - <i>Beach</i> | Tragedy at Honda Point - <i>Lockwood</i> |
| Duty: A Memoir - <i>Gates</i> | Shoot the Women First - <i>MacDonald</i> | We Die Alone - <i>Howarth</i> |

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E5 RECOMMENDED COMMUNITY READING

| Title | Completed |
|---|-----------|
| Admiral John H. Towers – The Struggle for Naval Air Supremacy <i>by Reynolds</i> | |
| Authors at Sea <i>by Shenk</i> | |
| Decision and Dissent with Halsey at Leyte Gulf <i>by Solberg</i> | |
| Run Silent/Run Deep <i>by Beach</i> | |
| The First Team – Pacific Naval Air Combat from Pearl Harbor to Midway <i>by Lundstrom</i> | |
| The United States Sailors: A History <i>by Simmons</i> | |
| Victory at Sea – World War II in the Pacific <i>by Dunnigan</i> | |



Gunner's Mate Petty Officer First Class (Journeyman/Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---------------------------------------|-----------------|------------|---------------|----------------|
| Gunner's Mate "A" School ¹ | Great Lakes, IL | A-100-0094 | 70 days | |

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|--|----------------|---------------|----------------|
| Magazine Sprinkler System Operation and Maintenance (N/A) ¹ | Everett, WA; San Diego, CA; Norfolk, VA; Yokosuka, Japan | K-041-2048 | 4 days | |
| MK 50 Modular Gun Weapon System O&M Difference Course ¹ | Dam Neck, VA | A-041-0005 | 12 days | |
| MK 41 VLS Aegis Ashore Difference O&M ¹ | Dam Neck, VA | A-121-0582 | 5 days | |
| MK 45 Gun Mount Technical Enhancement Training (TET) ¹ | Dahlgren, VA; San Diego, VA | S-113-2104 | 12 days | |
| MK 60 Mod 0 Griffin Missile System O&M ¹ | Dahlgren, VA | S-041-0006 | 5 days | |
| Magazine Sprinkler Inspector ¹ | HI, PEARL HARBOR; CA, SAN DIEGO; VA, NORFOLK | K-041-2137 | 3 days | |

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|-----------------------------|----------------|---------------|----------------|
| V65B - MK 41 VLS O&M Core ¹ | Dam Neck, VA; San Diego, CA | A-121-0522 | 107 days | |
| V62B - MK 45 Mod 1 & 2 O&M ¹ | San Diego, CA | A-113-1118 | 100 days | |
| V63B - MK 45 Mod 4 O & M ¹ | San Diego, CA | A-113-2102 | 79 days | |
| V61B - 30MM MK 46 Mod 2 Gun Weapon System (GWS) ¹ | Dam Neck, VA | A-113-0039 | 26 days | |
| 804G - Expeditionary Combat Skills (ECS) ¹ | CSFE - NCTC Gulfport, MS | A-830-0030 | 26 days | |
| 787A - Enhanced Organization Level Maintenance (NSW Armorer) ¹ | Crane, IN | S-041-0002 | 33 days | |
| 779B - 25mm Machine Gun System Mk 38 Mod 2 O&M ¹ | Norfolk, VA; San Diego, CA | A-041-0003 | 19 days | |
| 814A - Ammunition Supply Administration ¹ | Dam Neck, VA; San Diego, CA | A-041-0040 | 12 days | |
| 804A - Antiterrorism Training Supervisor (AT TRASUP) ¹ | Various Locations | A-830-0034 | 19 days | |
| 805A - Navy Instructor Training Course (NITC) ¹ | Various Locations | A-012-0077 | 19 days | |
| 803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹ | Pensacola, FL | S-501-0020 | 33 days | |
| 8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor | Great Lakes, IL | A-012-0037 | 87 days | |
| V96A - 57MM MK 110 O&M ¹ | VA, VIRGINIA BEACH | A-113-0197 | 29 days | |
| MK32 SVTT MOD 15/19 O&M ¹ | CA, SAN DIEGO | A-130-0118 | 36 days | |

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Diagnoses intermittent, recurring, and interacting electrical and electronic malfunctions; supervises ordnance handling evolutions; prepares equipment maintenance reports; trains personnel to perform maintenance on weapon systems; supervises electrical, electronic, mechanical, hydraulic and pneumatic systems maintenance; manages environmental pollution control; maintains technical library; maintains arms, ammunition, and explosive data base; maintains key and lock custody programs; drafts and routes ordnance accountability administrative correspondence, casualty assistance reports, and maintenance/repair related reports; counsels individuals; maintains weapons allowances and asset verification lists.

RECOMMENDED BILLET ASSIGNMENTS

Work as ordnance equipment technician and ordnance handling team leaders aboard ships or at shore establishments. Act as divisional Leading Petty Officers.

Other Opportunities:

- Joint Assignments
- Naval Special Warfare Development Group
- GWOT Support Assignments
- Recruiter
- Instructor
- RDC
- DAPA
- CAAC
- Career Counselor

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

| | | | |
|---|----------------------|---|---|
| Command Address | <input type="text"/> | QD Phone Number: | <input type="text"/> |
| Mobilization UIC: | <input type="text"/> | | |
| Naval Reserve Activity: | <input type="text"/> | | |
| Division Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Chief Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Sponsor/Mentor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Depart/Division Career Counselor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Date of Initial Entry to Military Service (DIEMS): | <input type="text"/> | Date of Initial Entry Reserve Forces (DIERF): | <input type="text"/> |
| Pay Entry Base Date (PEBD): | <input type="text"/> | | |
| ADSD: | <input type="text"/> | Report Date: | <input type="text"/> |
| | | EAOS/EOS: | <input type="text"/> |
| | | PRD: | <input type="text"/> |
| | | SEA / SHORE: | <input type="text"/> / <input type="text"/> |
| PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7) | | | |
| Date Advanced: | <input type="text"/> | Eligible Advancement Date: | <input type="text"/> |
| | | Number of times up: | <input type="text"/> |
| HYT Date: | <input type="text"/> | Security Clearance Level: | <input type="text"/> |
| | | Date Last updated: | <input type="text"/> |
| Command INDOC complete: | <input type="text"/> | | |

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 360 / SELRES = 335 / FTS = 336)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

QUALIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (N/A if not required) |
|--|-------------|--|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 301 Maintenance Person | | |
| 3M 302 Repair Parts/Supply Petty Officer | | |
| 3M 303 Work Center Supervisor | | |
| 3M 304 LCPO/Division Officer | | |
| Messenger of the Watch (MOOW) | | |
| Petty Officer of the Watch (POOW) | | |
| Junior Officer of the Deck (JOOD) | | |
| Personnel Qualification Standard | | |

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

| Warfare qualification programs | Report Date | Completion Date (N/A if not required) |
|----------------------------------|-------------|--|
| Aviation Warfare Specialist | | |
| Surface Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (N/A if not required) |
|---|-------------|--|
| 301 M9 Service Pistol Operator | | |
| 301 M9 Service Pistol Operator | | |
| 301 Sentry | | |
| 301 Sentry | | |
| 302 Reaction Force Member | | |
| 322 Clearing Barrel Supervisor | | |
| 323 Duty Armorer | | |
| 324 Line Coach | | |
| 325 Small Arms Marksmanship Instructor (SAMI) | | |
| 326 Crew Served Weapons Instructor (CSWI) | | |
| Antiterrorism Common Core (NAVEDTRA 43387-2 Series) | | |
| NAVEDTRA 43398-13B: AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to DDG and CG Ship Classes | | |
| Security Force Weapons (NAVEDTRA 43466 Series) | | |

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the GM-Gunner's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Target Paygrade | Certifying Agency | Credential Title | Date Completed |
|-----------------|--|---|----------------|
| E7 | American Society for Quality (ASQ) | Certified Manager of Quality/Organizational Excellence (CMQ/OE) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Associate Safety Professional (ASP) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Certified Safety Professional (CSP) | |
| E4 | Certifying Technical Employee Competence (CertTEC) | Basic Electricity and Electronics - Direct Current (BEE-DC) | |

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

| Certifying Agency | Credential Title | Date Completed |
|---|---|----------------|
| American Society for Quality (ASQ) | Certified Manager of Quality/Organizational Excellence (CMQ/OE) | |
| American Society for Quality (ASQ) | Certified Quality Engineer (CQE) | |
| American Society for Quality (ASQ) | Certified Reliability Engineer (CRE) | |
| American Society for Quality (ASQ) | Master Black Belt Certification (MBB) | |
| American Society for Quality (ASQ) | Quality Auditor Certification (CQA) | |
| American Society for Quality (ASQ) | Six Sigma Black Belt (CSSBB) | |
| Computing Technology Industry Association (CompTIA) | CompTIA Project+ | |
| Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Black Belt (ICBB) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Green Belt (ICGB) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Yellow Belt (ICYB) | |
| Project Management Institute (PMI) | Certified Associate in Project Management (CAPM) | |
| Project Management Institute (PMI) | PMI Agile Certified Practitioner (PMI-ACP) | |
| Project Management Institute (PMI) | PMI Professional in Business Analysis (PMI-PBA) | |
| Project Management Institute (PMI) | PMI Scheduling Professional (PMI-SP) | |
| Project Management Institute (PMI) | Portfolio Management Professional (PfMP) | |
| Project Management Institute (PMI) | Program Management Professional (PgMP) | |
| Project Management Institute (PMI) | Project Management Professional (PMP) | |
| Resilience-Building Leader Program | Resilience-Building Leadership Professional (RBLP) | |

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the GM-Gunner's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

| Rank | Apprenticeship | Date Completed |
|---------|------------------------|----------------|
| E1 - E9 | Computer Operator | |
| | Electronics Technician | |

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the GM-Gunner's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Occupation (Civilian Employer) |
|---|
| Aircraft Mechanics and Service Technicians |
| Electrical and Electronic Engineering Technologists and Technicians |
| Electronics Engineers, Except Computer |
| Explosives Workers, Ordnance Handling Experts, and Blasters |
| First-Line Supervisors of Mechanics, Installers, and Repairers |
| Helpers--Installation, Maintenance, and Repair Workers |
| Inspectors, Testers, Sorters, Samplers, and Weighers |
| Production, Planning, and Expediting Clerks |
| Training and Development Managers |
| Transportation, Storage, and Distribution Managers |

| Occupation (Federal Employer) |
|--|
| 0856 - Electronics Technical Series |
| 2606 - Electronic Industrial Controls Mechanic |
| 2608 - Electronic Digital Computer Mechanic |
| 2610 - Electronic Integrated Systems Mechanic |
| 4749 - Maintenance Mechanic |
| 6511 - Missile/Toxic Materials Handling |
| 6610 - Small Arms Repairing |
| 6641 - Ordnance Equipment Mechanic |
| 6656 - Special Weapons Systems Mechanic |
| 8255 - Pneudraulic Systems Mechanic |
| 9944 - Electronics Technician |

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECCall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

| <u>15 Months</u> | <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>Orders Received</u> |
|---|-------------------------|-----------------|-------------------|------------------------|
| Career Waypoint | Career Waypoint | Career Waypoint | Accept Orders | Screening |
| Exception Family Member | Exception Family Member | Medical/Dental | Reverse Sponsor | Obligate |
| MNA | MNA | MNA | Relocation (FFSC) | Bonus |
| Mil to Mil | Eval | SRB | SRB | |
| Family Care Plan | | | | |
| Continuous Overseas Tours (COT) | | | | |
| Overseas Tour Extension Incentive Program (OTEIP) | | | | |

SELRES TRANSFER:

| <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>3 Months</u> | <u>Orders Received</u> |
|-------------------------|---------------------------|------------------------------|---------------------|------------------------|
| MNA | MNA | MNA | MNA | Sign Eval |
| (verify account access) | (extend in current field) | (apply for billets) | (apply for billets) | |
| Family Care Plan | | Start Eval | | |
| Mil to Mil | | Reverse Sponsor | | |
| | | Incentives/EOS opportunities | | |

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

| <u>18 -12 months</u> | <u>6 months</u> | <u>90 days</u> | <u>30 days</u> |
|---|----------------------------|----------------------|-----------------|
| TAP* | MED/DEN | Copy of Records | Copy of Records |
| Complete DD 2648 | Relocation | Official Record CD | PSD |
| Transition Planning | Relocation Services (FFSC) | Arrange Ceremony | MED/DEN |
| Annual Statement of Service History (ASOSH) | Reserve Affiliation | Request Leave / PTDY | DD 214* |
| Reserve Only | VA/DVA | | |

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E6)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E6 REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|-----------------------|---------------|----------------|
| Advanced Leader Development Course | Water front/ Flightline/ Various ⁴ | NELD-05 | 4 days | |
| Professional Military Knowledge Eligibility Exam (PMK-EE) for E7 | Navy e-Learning | NETCPDC-PMK-EE-E7-1.0 | | |
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 hrs | |
| ADAMS for Facilitators | Various Locations | S-501-0110 | 16 hrs | |
| Ethics Training | Command Delivered | | | |
| Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) ³ | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Records Management | Command Delivered/MNP | DOR-RM-010-1.2 | | |
| Privacy Act | Command Delivered | | | |
| Suicide Prevention ³ | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Antiterrorism Level I ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

E6 REQUIRED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------|-----------------|------------|---------------|----------------|
| None | | | | |

E6 RECOMMENDED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|---------------------------------|--------------------------------|---------------|----------------|
| Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material | Navy e-Learning | NETCPDC-PMK-EE-SM-1.0 | | |
| Military Requirements for Chief Petty Officer | Navy e-Learning | NRTC-NAVEDTRA-14144-MRFCPO-1.0 | | |
| Basic Enlisted Professional Military Education (BEPME) | Navy e-Learning | Military DON/ PME | 20 hrs | |
| Block 1 Basic EPME - Introduction | Navy e-Learning | NWC-EPME-BASIC-B1 | | |
| Block 2 Basic EPME - Navy History and Heritage | Navy e-Learning | NWC-EPME-BASIC-B2 | | |
| Block 3 Basic EPME - The Navy Professional | Navy e-Learning | NWC-EPME-BASIC-B3 | | |
| Block 4 Basic EPME - Organization and Guidance | Navy e-Learning | NWC-EPME-BASIC-B4 | | |
| Block 5 Basic EPME - Planning | Navy e-Learning | NWC-EPME-BASIC-B5 | | |
| Block 6 Basic EPME - Regional Expertise and Cultural Awareness | Navy e-Learning | NWC-EPME-BASIC-B6 | | |
| Block 7 Basic EPME - Technology for the Warfighter | Navy e-Learning | NWC-EPME-BASIC-B7 | | |
| Block 8 Basic EPME - Conclusion | Navy e-Learning | NWC-EPME-BASIC-B8 | | |
| Navy Reserve Fundamentals for Active Duty Course | Navy e-Learning | NAVRESFOR-NRF-3.0 | 10 hrs | |
| Evaluation and Fitness Reports | Navy e-Learning | 002EF01 | | |
| Demonstrating Ethical Leadership | Navy e-Learning | NCSC-ILC-01-0004 | | |
| Nutrition | Navy e-Learning | NMHC12107V2.1 | 1 hour | |
| Culture | Navy e-Learning | Foreign Language and Culture | 45 hrs | |
| 21st Century CONSEP (Mid-Career) | Fleet and Family Service Center | | 2 days | |
| Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Combating Trafficking of Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-3.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Electromagnetic Maneuver Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity, Harassment, and Resolution Options | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORMTC-1.0 | | |
| Operations Security | Command Delivered/ MNP | NOST-USOPSEC-3.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM-1.0 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Stress Management | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Traumatic Brain Injury | Command Delivered | | | |
| Privacy Act | Command Delivered | DON-PRIV-2.0 | | |
| Antiterrorism Level I ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Tactical Combat Casualty Care All Service Member/Tier 1 | Command Delivered | B-300-2010 | | |
| Financial Management ³ | Command Delivered | | | |

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E6 RECOMMENDED RESERVE PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-------------------|----------------------|---------------|----------------|
| Navy Reserve Fundamentals Course (E1-E9) | Navy e-Learning | NAVRESFOR-NRF-3.0 | | |
| Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9) | NRPDC New Orleans | R-510-5514 | 5 days | |
| Reserve Medical Administration (E1-E7) | NRPDC New Orleans | R-500-0007 | 5 days | |
| Reserve Pay and Personnel Management (E1-E9) | NRPDC New Orleans | R-500-0020 | 5 days | |
| Reserve Supply and Fiscal Support NEC S05A (E5-E7) | NRPDC New Orleans | R-551-0010 | 12 days | |
| Reserve Career Information (E5-E8) | NRPDC New Orleans | R-501-0005 | 12 days | |
| Guidance for Mobilization | Navy e-Learning | CNRFC-GMB-1.1 /DoN | 4 hrs | |
| Military Sealift Command 101 | Navy e-Learning | CNRFC-MS101 /DoN 1.1 | 24 hrs | |

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E6 RECOMMENDED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---------------------------------------|-----------------|-------------------------|---------------|----------------|
| Ordnance Operations | | NAVEDTRA 43202-1 Series | | |
| Force Protection Afloat | | NAVEDTRA 43387-2D | | |
| MK 41 Vertical Launching System (VLS) | | NAVEDTRA 43424-E | | |
| Quality Maintenance Program | | NAVEDTRA 43523-B | | |

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Ghost Fleet – <i>Singer</i> | Matterhorn - <i>Marlantes</i> | Leaders Eat Last - <i>Sinek</i> |
| Guide to Maritime Strategy – <i>Holmes</i> | Red Star Over the Pacific - <i>Holmes & Yoshihara</i> | Mindset: Psych of Success - <i>Dweck</i> |
| Neptune's Inferno - <i>Hornfischer</i> | Seapower: Guide for 21st Century - <i>Till</i> | The Infinite Game - <i>Sinek</i> |
| Six Frigates – <i>Toll</i> | The Leader's Bookshelf - <i>Stavridis</i> | What is it Like to go to War - <i>Marlantes</i> |

CAPABILITIES

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information. | | |
|---|-------------------------------------|-------------------------------------|
| Foundational | Advanced | Capstone |
| AI Basics - <i>Taulli</i> | Fifth Domain: Cyber - <i>Clarke</i> | Deep Thinking: AI - <i>Kasparov</i> |
| Army of None - <i>Scharre</i> | Human Compatible - <i>Russell</i> | Four Global Forces - <i>Dobbs</i> |
| Burn-In - <i>Singer</i> | New Rules of War - <i>McFate</i> | Genius Weapons - <i>DeMonte</i> |
| The Future of War - <i>Freedman</i> | The Perfect Weapon - <i>Sanger</i> | Inevitable - <i>Kelly</i> |
| The Next 100 Years - <i>Friedman</i> | | |

CAPACITY

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Fearless-SEAL Team Six - <i>Blehm</i> | American Naval Thinking - <i>Haynes</i> | End of Grand Strategy - <i>Dombrowski</i> |
| One Nation Under Drones - <i>Jackson</i> | Fleet Tactics - <i>Hughes</i> | Our Robots Our Selves - <i>Mindell</i> |
| The Fleet at Flood Tide - <i>Hornfischer</i> | Just and Un-Just Wars - <i>Walzer</i> | Second Most Powerful Man - <i>O'Brien</i> |
| Tin Can Sailors - <i>Hornfischer</i> | Seapower - <i>Stavridis</i> | The Future of Violence - <i>Wittes</i> |

SAILORS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Dichotomy of Leadership - <i>Willink</i> | A Tactical Ethic - <i>Couch</i> | Fortune Favors Boldness - <i>Costello</i> |
| Ego is the Enemy - <i>Holiday</i> | Character Gap - <i>Miller</i> | No Pity - <i>Shapiro</i> |
| How to be an Anti-Racist - <i>Kendi</i> | Fed Up - <i>Hartley</i> | Road to Character - <i>Brooks</i> |
| Tiny Habits - <i>Fogg</i> | Military Ethics - <i>Lucas</i> | The Honest Truth about Dishonesty - <i>Aire</i> |
| We Can't Talk About That at Work - <i>Winters</i> | Sexual Minorities and Politics - <i>Pierceson</i> | The New Jim Crow - <i>Alexander</i> |
| | Start with Why - <i>Sinek</i> | |

MCPON's Suggested Reading

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information. | | |
|---|--|--|
| Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading. | | |
| A Call to Conscience - <i>Carson, Shepard, Young</i> | Happiness Advantage - <i>Achor</i> | Starship Troopers - <i>Heinlein</i> |
| Blink: Power of Thinking - <i>Gladwell</i> | Jonathan L. Seagull - <i>Bach</i> | Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i> |
| Brave New World - <i>Huxley</i> | Only Women in the Room - <i>Benedict</i> | The Captain Class - <i>Walker</i> |
| Cannonball! - <i>Yates</i> | Overcome - <i>Redman</i> | The Good Shepherd - <i>Forester</i> |
| Class 11 - <i>Waters</i> | Perform Under Pressure - <i>Evans</i> | The Old Man's Trail - <i>Campbell</i> |
| Descent Into Darkness - <i>Raymer</i> | Run Silent, Run Deep - <i>Beach</i> | Tragedy at Honda Point - <i>Lockwood</i> |
| Duty: A Memoir - <i>Gates</i> | Shoot the Women First - <i>MacDonald</i> | We Die Alone - <i>Howarth</i> |

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E6 RECOMMENDED COMMUNITY READING

| Title | Completed |
|---|-----------|
| Admiral John H. Towers – The Struggle for Naval Air Supremacy <i>by Reynolds</i> | |
| Authors at Sea <i>by Shenk</i> | |
| Decision and Dissent with Halsey at Leyte Gulf <i>by Solberg</i> | |
| Run Silent/Run Deep <i>by Beach</i> | |
| The First Team – Pacific Naval Air Combat from Pearl Harbor to Midway <i>by Lundstrom</i> | |
| The United States Sailors: A History <i>by Simmons</i> | |
| Victory at Sea – World War II in the Pacific <i>by Dunnigan</i> | |



Gunner's Mate Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---------------------------------------|-----------------|------------|---------------|----------------|
| Gunner's Mate "A" School ¹ | Great Lakes, IL | A-100-0094 | 70 days | |

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|--|----------------|---------------|----------------|
| Magazine Sprinkler System Operation and Maintenance (N/A) ¹ | Everett, WA; San Diego, CA; Norfolk, VA; Yokosuka, Japan | K-041-2048 | 4 days | |
| MK 50 Modular Gun Weapon System O&M Difference Course ¹ | Dam Neck, VA | A-041-0005 | 12 days | |
| MK 45 Gun Mount Technical Enhancement Training (TET) ¹ | Dahlgren, VA; San Diego, VA | S-113-2104 | 12 days | |
| MK 60 Mod 0 Griffin Missile System O&M ¹ | Dahlgren, VA | S-041-0006 | 5 days | |
| Magazine Sprinkler Inspector ¹ | HI, PEARL HARBOR; CA, SAN DIEGO; VA, NORFOLK | K-041-2137 | 3 days | |

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-----------------------------|----------------|---------------|----------------|
| V65B - MK 41 VLS O&M Core ¹ | Dam Neck, VA; San Diego, CA | A-121-0522 | 107 days | |
| V62B - MK 45 Mod 1 & 2 O&M ¹ | San Diego, CA | A-113-1118 | 100 days | |
| V63B - MK 45 Mod 4 O & M ¹ | San Diego, CA | A-113-2102 | 79 days | |
| V61B - 30MM MK 46 Mod 2 Gun Weapon System (GWS) ¹ | Dam Neck, VA | A-113-0039 | 26 days | |
| 804G - Expeditionary Combat Skills (ECS) ¹ | CSFE - NCTC Gulfport, MS | A-830-0030 | 26 days | |
| 787A - Enhanced Organization Level Maintenance (NSW Armorer) ¹ | Crane, IN | S-041-0002 | 33 days | |
| 779B - 25mm Machine Gun System Mk 38 Mod 2 O&M ¹ | Norfolk, VA; San Diego, CA | A-041-0003 | 19 days | |
| 814A - Ammunition Supply Administration ¹ | Dam Neck, VA; San Diego, CA | A-041-0040 | 12 days | |
| 804A - Antiterrorism Training Supervisor (AT TRASUP) ¹ | Various Locations | A-830-0034 | 19 days | |
| V66B - MK 41 VLS Advanced Tech ¹ | Port Hueneme, CA | S-121-1000 | 82 days | |
| 805A - Navy Instructor Training Course (NITC) ¹ | Various Locations | A-012-0077 | 19 days | |
| 8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor | Great Lakes, IL | A-012-0037 | 87 days | |
| V96A - 57MM MK 110 O&M ¹ | VA, VIRGINIA BEACH | A-113-0197 | 29 days | |
| MK32 SVTT MOD 15/19 O&M ¹ | CA, SAN DIEGO | A-130-0118 | 36 days | |

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Monitors and manages maintenance of electrical, electronic, mechanical, hydraulic, and pneumatic systems; manages and coordinates ordnance handling evolutions; supervises training programs and administers qualification/certification programs; analyzes discrepancy trends and determines corrective action; prepares quarterly maintenance schedules; conducts inventories; supervises shipboard environmental pollution control programs; administers inspections to ensure quality control; counsels individuals; develops procedures for, briefs, executes, and debriefs gun, missile, and torpedo exercises, on loads and offloads; manages force protection and physical security measures that protect Department of Defense personnel, property, resources, facilities, and critical information.

RECOMMENDED BILLET ASSIGNMENTS

Work as ordnance managers and safety supervisors aboard ships or at shore establishments. Act as divisional Leading Chief Petty Officers.

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- Recruiter
- Instructor
- RDC
- DAPA
- CAAC
- Career Counselor

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

| | | | |
|---|--|--|--|
| Command Address | <input type="text"/> | QD Phone Number: | <input type="text"/> |
| Mobilization UIC: | <input type="text"/> | | |
| Naval Reserve Activity: | <input type="text"/> | | |
| Division Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Chief Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Sponsor/Mentor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Depart/Division Career Counselor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Date of Initial Entry to Military Service (DIEMS): <input type="text"/> | | Date of Initial Entry Reserve Forces (DIERF): <input type="text"/> | |
| Pay Entry Base Date (PEBD): <input type="text"/> | | | |
| ADSD: <input type="text"/> | Report Date: <input type="text"/> | EAOS/EOS: <input type="text"/> | PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/> |
| PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8) | | | |
| Date Advanced: <input type="text"/> | | Eligible Advancement Date: <input type="text"/> | Number of times up: <input type="text"/> |
| HYT Date: <input type="text"/> | Security Clearance Level: <input type="text"/> | Date Last updated: <input type="text"/> | |
| Command INDOC complete: <input type="text"/> | | | |

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMIS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMIS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E8 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 235 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (N/A if not required) |
|--|-------------|--|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 303 Work Center Supervisor | | |
| 3M 304 LCPO/Division Officer | | |
| Section Leader | | |
| Officer of the Deck (OOD) (In Port) | | |
| Command Duty Officer (CDO) | | |
| Junior Officer of the Deck (JOOD) (At Sea) | | |
| Officer of the Deck (OOD) (At Sea) | | |
| Personnel Qualification Standard | | |

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

| Warfare qualification programs | Report Date | Completion Date (N/A if not required) |
|----------------------------------|-------------|--|
| Aviation Warfare Specialist | | |
| Surface Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (N/A if not required) |
|---|-------------|--|
| (3M) 306 (Dept. Head) | | |
| 301 Antiterrorism Watch Officer | | |
| 302 Surface Warfare Coordinator (SUWC) | | |
| 304 Antiterrorism Training Supervisor | | |
| 305 Chief of the Guard | | |
| Antiterrorism Common Core (NAVEDTRA 43387-2 Series) | | |
| NAVEDTRA 43398-13B: AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to DDG and CG Ship Classes | | |
| Security Force Weapons (NAVEDTRA 43466 Series) | | |

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the GM-Gunner's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Target Paygrade | Certifying Agency | Credential Title | Date Completed |
|-----------------|--|---|----------------|
| E7 | American Society for Quality (ASQ) | Certified Manager of Quality/Organizational Excellence (CMQ/OE) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Associate Safety Professional (ASP) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Certified Safety Professional (CSP) | |
| E4 | Certifying Technical Employee Competence (CertTEC) | Basic Electricity and Electronics - Direct Current (BEE-DC) | |

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

| Certifying Agency | Credential Title | Date Completed |
|---|---|----------------|
| American Society for Quality (ASQ) | Certified Manager of Quality/Organizational Excellence (CMQ/OE) | |
| American Society for Quality (ASQ) | Certified Quality Engineer (CQE) | |
| American Society for Quality (ASQ) | Certified Reliability Engineer (CRE) | |
| American Society for Quality (ASQ) | Master Black Belt Certification (MBB) | |
| American Society for Quality (ASQ) | Quality Auditor Certification (CQA) | |
| American Society for Quality (ASQ) | Six Sigma Black Belt (CSSBB) | |
| Computing Technology Industry Association (CompTIA) | CompTIA Project+ | |
| Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Black Belt (ICBB) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Green Belt (ICGB) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Yellow Belt (ICYB) | |
| Project Management Institute (PMI) | Certified Associate in Project Management (CAPM) | |
| Project Management Institute (PMI) | PMI Agile Certified Practitioner (PMI-ACP) | |
| Project Management Institute (PMI) | PMI Professional in Business Analysis (PMI-PBA) | |
| Project Management Institute (PMI) | PMI Scheduling Professional (PMI-SP) | |
| Project Management Institute (PMI) | Portfolio Management Professional (PfMP) | |
| Project Management Institute (PMI) | Program Management Professional (PgMP) | |
| Project Management Institute (PMI) | Project Management Professional (PMP) | |
| Resilience-Building Leader Program | Resilience-Building Leadership Professional (RBLP) | |

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the GM-Gunner's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

| Rank | Apprenticeship | Date Completed |
|---------|------------------------|----------------|
| E1 - E9 | Computer Operator | |
| | Electronics Technician | |

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the GM-Gunner's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Occupation (Civilian Employer) |
|---|
| Aircraft Mechanics and Service Technicians |
| Electrical and Electronic Engineering Technologists and Technicians |
| Electronics Engineers, Except Computer |
| Explosives Workers, Ordnance Handling Experts, and Blasters |
| First-Line Supervisors of Mechanics, Installers, and Repairers |
| Helpers--Installation, Maintenance, and Repair Workers |
| Inspectors, Testers, Sorters, Samplers, and Weighers |
| Production, Planning, and Expediting Clerks |
| Training and Development Managers |
| Transportation, Storage, and Distribution Managers |

| Occupation (Federal Employer) |
|--|
| 0856 - Electronics Technical Series |
| 2606 - Electronic Industrial Controls Mechanic |
| 2608 - Electronic Digital Computer Mechanic |
| 2610 - Electronic Integrated Systems Mechanic |
| 4749 - Maintenance Mechanic |
| 6511 - Missile/Toxic Materials Handling |
| 6610 - Small Arms Repairing |
| 6641 - Ordnance Equipment Mechanic |
| 6656 - Special Weapons Systems Mechanic |
| 8255 - Pneudraulic Systems Mechanic |
| 9944 - Electronics Technician |

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

| <u>15 Months</u> | <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>Orders Received</u> |
|---|---|------------------------------|---|-----------------------------------|
| MNA <input type="text"/> | MNA <input type="text"/> | MNA <input type="text"/> | Accept Orders <input type="text"/> | Screening <input type="text"/> |
| Exception Family Member <input type="text"/> | Exception Family Member <input type="text"/> | Eval <input type="text"/> | Reverse Sponsor <input type="text"/> | Obligate <input type="text"/> |
| Mil to Mil <input type="text"/> | | | Relocation (FFSC) <input type="text"/> | Bonus <input type="text"/> |
| Family Care Plan <input type="text"/> | | | Medical/Dental <input type="text"/> | |
| Continuous Overseas Tours (COT) <input type="text"/> | | | | |
| Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/> | | | | |

SELRES TRANSFER:

| <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>3 Months</u> | <u>Orders Received</u> |
|--|--|--|--|-------------------------|
| MNA [redacted] (verify account access) | MNA [redacted] (extend in current field) | MNA [redacted] (apply for billets) | MNA [redacted] (apply for billets) | Sign Eval [redacted] |
| Family Care Plan [redacted] | | Start Eval [redacted] | | |
| Mil to Mil [redacted] | | Reverse Sponsor [redacted] | | |
| | | Incentives/EOS opportunities [redacted] | | |

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

| <u>18 -12 months</u> | <u>6 months</u> | <u>90 days</u> | <u>30 days</u> |
|--|--|------------------------------------|-------------------------------|
| TAP* [redacted] | MED/DEN [redacted] | Copy of Records [redacted] | Copy of Records [redacted] |
| Complete DD 2648 [redacted] | Relocation [redacted] | Official Record CD [redacted] | PSD [redacted] |
| Transition Planning [redacted] | Relocation Services (FFSC) [redacted] | Arrange Ceremony [redacted] | MED/DEN [redacted] |
| Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i> | Reserve Affiliation [redacted] | Request Leave / PTDY [redacted] | DD 214* [redacted] |
| | VA/DVA [redacted] | | |

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (CPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

CPO REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|--|----------------------|---------------|----------------|
| Chief Petty Officer Selectee Leadership Course | Command Delivered | | 5 days | |
| Chief Petty Officer Leader Development Course | Water front/ Flightline/ Various ⁴ | NELD-06 | 5 days | |
| Ethics Training | Command Delivered | | | |
| Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) ³ | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Records Management | Command Delivered/MNP | DOR-RM-010-1.2 | | |
| Privacy Act | Command Delivered | | | |
| Suicide Prevention ³ | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Antiterrorism Level I ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

CPO REQUIRED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------|-----------------|------------|---------------|----------------|
| None | | | | |

CPO RECOMMENDED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|------------------------|------------------------------|------------------------------|----------------|
| ADAMS for Leaders | Various | S-501-0130 | 8 hrs | |
| Primary Enlisted Professional Military Education (PEPME) | Navy e-Learning | Military DON/ PME | 60 hrs | |
| Block 1 Primary EPME - Introduction | Navy e-Learning | NWC-PPME-SENL-B1 | | |
| Block 2 Primary EPME - The Culture of the Navy | Navy e-Learning | NWC-PPME-SENL-B2 | | |
| Block 3 Primary EPME - Governance of the Navy | Navy e-Learning | NWC-PPME-SENL-B3 | | |
| Block 4 Primary EPME - How the Navy Thinks About War | Navy e-Learning | NWC-PPME-SENL-B4 | | |
| Block 5 Primary EPME - How the Navy Plans its Operations | Navy e-Learning | NWC-PPME-SENL-B5 | | |
| Block 6 Primary EPME - Technology in the Maritime Domain | Navy e-Learning | NWC-PPME-SENL-B6 | | |
| Block 7 Primary EPME - PME Conclusion | Navy e-Learning | NWC-PPME-SENL-B7 | | |
| Joint Professional Military Education (JPME) | War College | Military DON/ PME | 40 hrs | |
| Senior Enlisted Academy | Newport RI | P-920-1300 | 3 weeks (DL) / 3 weeks (F2F) | |
| Demonstrating Ethical Leadership | Navy e-Learning | NCSC-ILC-01-0004 | | |
| Culture | Navy e-Learning | Foreign Language and Culture | 45 hrs | |
| Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Combating Trafficking of Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-3.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Electromagnetic Maneuver Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity, Harassment, and Resolution Options | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORMTC-1.0 | | |
| Operations Security | Command Delivered/ MNP | NOST-USOPSEC-3.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM-1.0 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Stress Management | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Traumatic Brain Injury | Command Delivered | | | |
| Privacy Act | Command Delivered | DON-PRIV-2.0 | | |
| Antiterrorism Level ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Tactical Combat Casualty Care All Service Member/Tier 1 | Command Delivered | B-300-2010 | | |
| Financial Management ³ | Command Delivered | | | |

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

CPO RECOMMENDED RESERVE PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-------------------|----------------------|---------------|----------------|
| Navy Reserve Unit Management (E7-E9) | NRPDC New Orleans | R-7A-0031 | 5 days | |
| Reserve Senior Enlisted Management (E7-E9) | NRPDC New Orleans | R-551-0001 | 12 days | |
| Navy Reserve Fundamentals Course (E1-E9) | Navy e-Learning | NAVRESFOR-NRF-3.0 | | |
| Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9) | NRPDC New Orleans | R-510-5514 | 5 days | |
| Reserve Medical Administration (E1-E7) | NRPDC New Orleans | R-500-0007 | 5 days | |
| Reserve Pay and Personnel Management (E1-E9) | NRPDC New Orleans | R-500-0020 | 5 days | |
| Reserve Supply and Fiscal Support NEC S05A (E5-E7) | NRPDC New Orleans | R-551-0010 | 12 days | |
| Reserve Career Information (E5-E8) | NRPDC New Orleans | R-501-0005 | 12 days | |
| Naval Reserve Center Commanding Officer (E7-E9) | Navy e-Learning | CNRFC-COOIC-1.0 /DoN | 8 hrs | |
| Guidance for Mobilization | Navy e-Learning | CNRFC-GMB-1.1 /DoN | 4 hrs | |
| Military Sealift Command 101 | Navy e-Learning | CNRFC-MS101 /DoN 1.1 | 24 hrs | |

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

CPO RECOMMENDED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|-----------------|-----------------------|---------------|----------------|
| Maintenance and Material Management (3-M) | | NAVEDTRA 43241 Series | | |
| Force Protection Afloat | | NAVEDTRA 43387-2D | | |
| Combat Systems Operational Sequencing System (CSOSS) | | NAVEDTRA 43511-C | | |

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Ghost Fleet – <i>Singer</i> | Matterhorn - <i>Marlantes</i> | Leaders Eat Last - <i>Sinek</i> |
| Guide to Maritime Strategy – <i>Holmes</i> | Red Star Over the Pacific - <i>Holmes & Yoshihara</i> | Mindset: Psych of Success - <i>Dweck</i> |
| Neptune's Inferno - <i>Hornfischer</i> | Seapower: Guide for 21st Century - <i>Till</i> | The Infinite Game - <i>Sinek</i> |
| Six Frigates – <i>Toll</i> | The Leader's Bookshelf - <i>Stavridis</i> | What is it Like to go to War - <i>Marlantes</i> |

CAPABILITIES

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information. | | |
|---|-------------------------------------|-------------------------------------|
| Foundational | Advanced | Capstone |
| AI Basics - <i>Taulli</i> | Fifth Domain: Cyber - <i>Clarke</i> | Deep Thinking: AI - <i>Kasparov</i> |
| Army of None - <i>Scharre</i> | Human Compatible - <i>Russell</i> | Four Global Forces - <i>Dobbs</i> |
| Burn-In - <i>Singer</i> | New Rules of War - <i>McFate</i> | Genius Weapons - <i>DeMonte</i> |
| The Future of War - <i>Freedman</i> | The Perfect Weapon - <i>Sanger</i> | Inevitable - <i>Kelly</i> |
| The Next 100 Years - <i>Friedman</i> | | |

CAPACITY

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Fearless-SEAL Team Six - <i>Blehm</i> | American Naval Thinking - <i>Haynes</i> | End of Grand Strategy - <i>Dombrowski</i> |
| One Nation Under Drones - <i>Jackson</i> | Fleet Tactics - <i>Hughes</i> | Our Robots Our Selves - <i>Mindell</i> |
| The Fleet at Flood Tide - <i>Hornfischer</i> | Just and Un-Just Wars - <i>Walzer</i> | Second Most Powerful Man - <i>O'Brien</i> |
| Tin Can Sailors - <i>Hornfischer</i> | Seapower - <i>Stavridis</i> | The Future of Violence - <i>Wittes</i> |

SAILORS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Dichotomy of Leadership - <i>Willink</i> | A Tactical Ethic - <i>Couch</i> | Fortune Favors Boldness - <i>Costello</i> |
| Ego is the Enemy - <i>Holiday</i> | Character Gap - <i>Miller</i> | No Pity - <i>Shapiro</i> |
| How to be an Anti-Racist - <i>Kendi</i> | Fed Up - <i>Hartley</i> | Road to Character - <i>Brooks</i> |
| Tiny Habits - <i>Fogg</i> | Military Ethics - <i>Lucas</i> | The Honest Truth about Dishonesty - <i>Aire</i> |
| We Can't Talk About That at Work - <i>Winters</i> | Sexual Minorities and Politics - <i>Pierceson</i> | The New Jim Crow - <i>Alexander</i> |
| | Start with Why - <i>Sinek</i> | |

MCPON's Suggested Reading

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information. | | |
|---|--|--|
| Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading. | | |
| A Call to Conscience - <i>Carson, Shepard, Young</i> | Happiness Advantage - <i>Achor</i> | Starship Troopers - <i>Heinlein</i> |
| Blink: Power of Thinking - <i>Gladwell</i> | Jonathan L. Seagull - <i>Bach</i> | Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i> |
| Brave New World - <i>Huxley</i> | Only Women in the Room - <i>Benedict</i> | The Captain Class - <i>Walker</i> |
| Cannonball! - <i>Yates</i> | Overcome - <i>Redman</i> | The Good Shepherd - <i>Forester</i> |
| Class 11 - <i>Waters</i> | Perform Under Pressure - <i>Evans</i> | The Old Man's Trail - <i>Campbell</i> |
| Descent Into Darkness - <i>Raymer</i> | Run Silent, Run Deep - <i>Beach</i> | Tragedy at Honda Point - <i>Lockwood</i> |
| Duty: A Memoir - <i>Gates</i> | Shoot the Women First - <i>MacDonald</i> | We Die Alone - <i>Howarth</i> |

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

CPO RECOMMENDED COMMUNITY READING

| Title | Completed |
|---|-----------|
| Admiral John H. Towers – The Struggle for Naval Air Supremacy <i>by Reynolds</i> | |
| Authors at Sea <i>by Shenk</i> | |
| Decision and Dissent with Halsey at Leyte Gulf <i>by Solberg</i> | |
| Run Silent/Run Deep <i>by Beach</i> | |
| The First Team – Pacific Naval Air Combat from Pearl Harbor to Midway <i>by Lundstrom</i> | |
| The United States Sailors: A History <i>by Simmons</i> | |
| Victory at Sea – World War II in the Pacific <i>by Dunnigan</i> | |



Gunner's Mate Senior Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---------------------------------------|-----------------|------------|---------------|----------------|
| Gunner's Mate "A" School ¹ | Great Lakes, IL | A-100-0094 | 70 days | |

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|--|----------------|---------------|----------------|
| Magazine Sprinkler System Operation and Maintenance (N/A) ¹ | Everett, WA; San Diego, CA; Norfolk, VA; Yokosuka, Japan | K-041-2048 | 4 days | |
| MK 45 Gun Mount Technical Enhancement Training (TET) ¹ | Dahlgren, VA; San Diego, VA | S-113-2104 | 12 days | |
| MK 60 Mod 0 Griffin Missile System O&M ¹ | Dahlgren, VA | S-041-0006 | 5 days | |
| Magazine Sprinkler Inspector ¹ | HI, PEARL HARBOR; CA, SAN DIEGO; VA, NORFOLK | K-041-2137 | 3 days | |

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-----------------------------|----------------|---------------|----------------|
| V65B - MK 41 VLS O&M Core ¹ | Dam Neck, VA; San Diego, CA | A-121-0522 | 107 days | |
| V62B - MK 45 Mod 1 & 2 O&M ¹ | San Diego, CA | A-113-1118 | 100 days | |
| V63B - MK 45 Mod 4 O & M ¹ | San Diego, CA | A-113-2102 | 79 days | |
| V61B - 30MM MK 46 Mod 2 Gun Weapon System (GWS) ¹ | Dam Neck, VA | A-113-0039 | 26 days | |
| 787A - Enhanced Organization Level Maintenance (NSW Armorer) ¹ | Crane, IN | S-041-0002 | 33 days | |
| 779B - 25mm Machine Gun System Mk 38 Mod 2 O&M ¹ | Norfolk, VA; San Diego, CA | A-041-0003 | 19 days | |
| 814A - Ammunition Supply Administration ¹ | Dam Neck, VA; San Diego, CA | A-041-0040 | 12 days | |
| 804A - Antiterrorism Training Supervisor (AT TRASUP) ¹ | Various Locations | A-830-0034 | 19 days | |
| V66B - MK 41 VLS Advanced Tech ¹ | Port Hueneme, CA | S-121-1000 | 82 days | |
| 8CSC - Command Senior Chief (CMDSCS) ¹ | Newport, RI | A-570-4500 | 12 days | |
| 805A - Navy Instructor Training Course (NITC) ¹ | Various Locations | A-012-0077 | 19 days | |

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Plans, organizes, implements, and controls work activities in the alignment, maintenance, repair, and operation of guns, missiles, torpedoes, and associated equipment; organizes, schedules, and evaluates effectiveness of training; administers a long-range planned maintenance program; controls expenditure of materials; prepares performance, inventory, and inspection reports on guns, missiles, torpedoes, and associated equipment; administers a program for interviewing, evaluating, and assigning personnel; writes directives and correspondence.

RECOMMENDED BILLET ASSIGNMENTS

Work as ordnance managers and safety supervisors aboard ships or at shore establishments. Act as divisional Leading Chief Petty Officers.

Other opportunities:

- Command Senior Chief
- RDC
- Instructor/Facilitator
- Recruiter
- 3-M Coordinator
- CMEO/EOA
- DAPA
- CACO
- Detailer
- Joint Assignments
- GWOT Support Assignments

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

| | | | |
|---|----------------------|---|----------------------|
| Command Address | <input type="text"/> | QD Phone Number: | <input type="text"/> |
| Mobilization UIC: | <input type="text"/> | | |
| Naval Reserve Activity: | <input type="text"/> | | |
| Division Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Command Master Chief: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Chief Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Sponsor/Mentor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Depart/Division Career Counselor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Date of Initial Entry to Military Service (DIEMS): | <input type="text"/> | Date of Initial Entry Reserve Forces (DIERF): | <input type="text"/> |
| Pay Entry Base Date (PEBD): | <input type="text"/> | | |
| ADSD: | <input type="text"/> | Report Date: | <input type="text"/> |
| EAOS/EOS: | <input type="text"/> | PRD: | <input type="text"/> |
| SEA / SHORE: | <input type="text"/> | / | <input type="text"/> |
| PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9) | | | |
| Date Advanced: | <input type="text"/> | Eligible Advancement Date: | <input type="text"/> |
| Number of times up: | <input type="text"/> | | |
| HYT Date: | <input type="text"/> | Security Clearance Level: | <input type="text"/> |
| Date Last updated: | <input type="text"/> | | |
| Command INDOC complete: | <input type="text"/> | | |

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E9 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 210 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (N/A if not required) |
|--|-------------|--|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 303 Work Center Supervisor | | |
| 3M 304 LCPO/Division Officer | | |
| Section Leader | | |
| Officer of the Deck (OOD) (In Port) | | |
| Command Duty Officer (CDO) | | |
| Junior Officer of the Deck (JOOD) | | |
| Officer of the Deck (OOD) (At Sea) | | |
| Personnel Qualification Standard | | |

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

| Warfare qualification programs | Report Date | Completion Date (N/A if not required) |
|----------------------------------|-------------|--|
| Aviation Warfare Specialist | | |
| Surface Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (N/A if not required) |
|---|-------------|--|
| (3M) 306 (Dept. Head) | | |
| 301 Antiterrorism Watch Officer | | |
| 302 Surface Warfare Coordinator (SUWC) | | |
| 304 Antiterrorism Training Supervisor | | |
| 305 Chief of the Guard | | |
| Antiterrorism Common Core (NAVEDTRA 43387-2 Series) | | |
| NAVEDTRA 43398-13B: AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to DDG and CG Ship Classes | | |

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the GM-Gunner's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Target Paygrade | Certifying Agency | Credential Title | Date Completed |
|-----------------|--|---|----------------|
| E7 | American Society for Quality (ASQ) | Certified Manager of Quality/Organizational Excellence (CMQ/OE) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Associate Safety Professional (ASP) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Certified Safety Professional (CSP) | |
| E4 | Certifying Technical Employee Competence (CertTEC) | Basic Electricity and Electronics - Direct Current (BEE-DC) | |

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

| Certifying Agency | Credential Title | Date Completed |
|---|---|----------------|
| American Society for Quality (ASQ) | Certified Manager of Quality/Organizational Excellence (CMQ/OE) | |
| American Society for Quality (ASQ) | Certified Quality Engineer (CQE) | |
| American Society for Quality (ASQ) | Certified Reliability Engineer (CRE) | |
| American Society for Quality (ASQ) | Master Black Belt Certification (MBB) | |
| American Society for Quality (ASQ) | Quality Auditor Certification (CQA) | |
| American Society for Quality (ASQ) | Six Sigma Black Belt (CSSBB) | |
| Computing Technology Industry Association (CompTIA) | CompTIA Project+ | |
| Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Black Belt (ICBB) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Green Belt (ICGB) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Yellow Belt (ICYB) | |
| Project Management Institute (PMI) | Certified Associate in Project Management (CAPM) | |
| Project Management Institute (PMI) | PMI Agile Certified Practitioner (PMI-ACP) | |
| Project Management Institute (PMI) | PMI Professional in Business Analysis (PMI-PBA) | |
| Project Management Institute (PMI) | PMI Scheduling Professional (PMI-SP) | |
| Project Management Institute (PMI) | Portfolio Management Professional (PfMP) | |
| Project Management Institute (PMI) | Program Management Professional (PgMP) | |
| Project Management Institute (PMI) | Project Management Professional (PMP) | |
| Resilience-Building Leader Program | Resilience-Building Leadership Professional (RBLP) | |

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the GM-Gunner's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

| Rank | Apprenticeship | Date Completed |
|---------|------------------------|----------------|
| E1 - E9 | Computer Operator | |
| | Electronics Technician | |

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the GM-Gunner's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Occupation (Civilian Employer) |
|---|
| Aircraft Mechanics and Service Technicians |
| Electrical and Electronic Engineering Technologists and Technicians |
| Electronics Engineers, Except Computer |
| Explosives Workers, Ordnance Handling Experts, and Blasters |
| First-Line Supervisors of Mechanics, Installers, and Repairers |
| Helpers--Installation, Maintenance, and Repair Workers |
| Inspectors, Testers, Sorters, Samplers, and Weighers |
| Production, Planning, and Expediting Clerks |
| Training and Development Managers |
| Transportation, Storage, and Distribution Managers |

| Occupation (Federal Employer) |
|--|
| 0856 - Electronics Technical Series |
| 2606 - Electronic Industrial Controls Mechanic |
| 2608 - Electronic Digital Computer Mechanic |
| 2610 - Electronic Integrated Systems Mechanic |
| 4749 - Maintenance Mechanic |
| 6511 - Missile/Toxic Materials Handling |
| 6610 - Small Arms Repairing |
| 6641 - Ordnance Equipment Mechanic |
| 6656 - Special Weapons Systems Mechanic |
| 8255 - Pneudraulic Systems Mechanic |
| 9944 - Electronics Technician |

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

| <u>15 Months</u> | <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>Orders Received</u> |
|---|---|------------------------------|---|-----------------------------------|
| MNA <input type="text"/> | MNA <input type="text"/> | MNA <input type="text"/> | Accept Orders <input type="text"/> | Screening <input type="text"/> |
| Exception Family Member <input type="text"/> | Exception Family Member <input type="text"/> | Eval <input type="text"/> | Reverse Sponsor <input type="text"/> | Obligate <input type="text"/> |
| Mil to Mil <input type="text"/> | | | Relocation (FFSC) <input type="text"/> | Bonus <input type="text"/> |
| Family Care Plan <input type="text"/> | | | Medical/Dental <input type="text"/> | |
| Continuous Overseas Tours (COT) <input type="text"/> | | | | |
| Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/> | | | | |

SELRES TRANSFER:

| <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>3 Months</u> | <u>Orders Received</u> |
|--|--|--|--|-------------------------|
| MNA [redacted] (verify account access) | MNA [redacted] (extend in current field) | MNA [redacted] (apply for billets) | MNA [redacted] (apply for billets) | Sign Eval [redacted] |
| Family Care Plan [redacted] | | Start Eval [redacted] | | |
| Mil to Mil [redacted] | | Reverse Sponsor [redacted] | | |
| | | Incentives/EOS opportunities [redacted] | | |

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

| <u>18 -12 months</u> | <u>6 months</u> | <u>90 days</u> | <u>30 days</u> |
|--|--|------------------------------------|-------------------------------|
| TAP* [redacted] | MED/DEN [redacted] | Copy of Records [redacted] | Copy of Records [redacted] |
| Complete DD 2648 [redacted] | Relocation [redacted] | Official Record CD [redacted] | PSD [redacted] |
| Transition Planning [redacted] | Relocation Services (FFSC) [redacted] | Arrange Ceremony [redacted] | MED/DEN [redacted] |
| Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i> | Reserve Affiliation [redacted] | Request Leave / PTDY [redacted] | DD 214* [redacted] |
| | VA/DVA [redacted] | | |

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (SCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

SCPO REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---------------------------|----------------------|------------------------------|----------------|
| Senior Enlisted Academy ⁴ | Newport RI | P-920-1300 | 3 weeks (DL) / 3 weeks (F2F) | |
| Ethics Training | Command Delivered | | | |
| Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) ³ | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Records Management | Command Delivered/MNP | DOR-RM-010-1.2 | | |
| Privacy Act | Command Delivered | | | |
| Suicide Prevention ³ | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Antiterrorism Level I ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

SCPO REQUIRED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|-----------------------|-----------------|------------|---------------|----------------|
| As Required by Billet | | | | |

SCPO RECOMMENDED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|--|----------------------------------|---------------|----------------|
| ADAMS for Leaders | Various | S-501-0130 | 8 hrs | |
| Primary Enlisted Professional Military Education (PEPME) | Navy e-Learning | Military DON/ PME | 60 hrs | |
| Block 1 Primary EPME - Introduction | Navy e-Learning | NWC-PPME-SENL-B1 | | |
| Block 2 Primary EPME - The Culture of the Navy | Navy e-Learning | NWC-PPME-SENL-B2 | | |
| Block 3 Primary EPME - Governance of the Navy | Navy e-Learning | NWC-PPME-SENL-B3 | | |
| Block 4 Primary EPME - How the Navy Thinks About War | Navy e-Learning | NWC-PPME-SENL-B4 | | |
| Block 5 Primary EPME - How the Navy Plans its Operations | Navy e-Learning | NWC-PPME-SENL-B5 | | |
| Block 6 Primary EPME - Technology in the Maritime Domain | Navy e-Learning | NWC-PPME-SENL-B6 | | |
| Block 7 Primary EPME - PME Conclusion | Navy e-Learning | NWC-PPME-SENL-B7 | | |
| Joint Professional Military Education (JPME) | Navy e-Learning | JKDDC-SNCO-2 | 60 hrs | |
| Demonstrating Ethical Leadership | Navy e-Learning | NCSC-ILC-01-0004 | | |
| Culture | Navy e-Learning | Foreign Language and Culture | 45 hrs | |
| CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation) | Navy e-Learning/Classroom (Newport, RI) | CPPD/NETC CMDCM-9580 COB-9579 | | |
| Navy Reserve Fundamentals for Active Duty Course | Navy e-Learning | NAVRESFOR-NRF-2.0 / US DoN | 10 hrs | |
| Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Combating Trafficking of Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-3.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Electromagnetic Maneuver Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity, Harassment, and Resolution Options | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORMTC-1.0 | | |
| Operations Security | Command Delivered/ MNP | NOST-USOPSEC-3.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM-1.0 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Stress Management | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Traumatic Brain Injury | Command Delivered | | | |
| Privacy Act | Command Delivered | DON-PRIV-2.0 | | |
| Antiterrorism Level 1 ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Tactical Combat Casualty Care All Service Member/Tier 1 | Command Delivered | B-300-2010 | | |
| Financial Management ³ | Command Delivered | | | |

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

SCPO RECOMMENDED RESERVE PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-------------------|----------------------|---------------|----------------|
| Navy Reserve Unit Management (E7-E9) | NRPDC New Orleans | R-7A-0031 | 5 days | |
| Reserve Senior Enlisted Management (E7-E9) | NRPDC New Orleans | R-551-0001 | 12 days | |
| Navy Reserve Fundamentals Course (E1-E9) | Navy e-Learning | NAVRESFOR-NRF-3.0 | | |
| Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9) | NRPDC New Orleans | R-510-5514 | 5 days | |
| Reserve Medical Administration (E1-E7) | NRPDC New Orleans | R-500-0007 | 5 days | |
| Reserve Pay and Personnel Management (E1-E9) | NRPDC New Orleans | R-500-0020 | 5 days | |
| Reserve Supply and Fiscal Support NEC S05A (E5-E7) | NRPDC New Orleans | R-551-0010 | 12 days | |
| Reserve Career Information (E5-E8) | NRPDC New Orleans | R-501-0005 | 12 days | |
| Naval Reserve Center Commanding Officer (E7-E9) | Navy e-Learning | CNRFC-COOIC-1.0 /DoN | 8 hrs | |
| Guidance for Mobilization | Navy e-Learning | CNRFC-GMB-1.1 /DoN | 4 hrs | |
| Military Sealift Command 101 | Navy e-Learning | CNRFC-MS101 /DoN 1.1 | 24 hrs | |

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

SCPO RECOMMENDED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------|-----------------|------------|---------------|----------------|
| None | | | | |

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Ghost Fleet – <i>Singer</i> | Matterhorn - <i>Marlantes</i> | Leaders Eat Last - <i>Sinek</i> |
| Guide to Maritime Strategy – <i>Holmes</i> | Red Star Over the Pacific - <i>Holmes & Yoshihara</i> | Mindset: Psych of Success - <i>Dweck</i> |
| Neptune's Inferno - <i>Hornfischer</i> | Seapower: Guide for 21st Century - <i>Till</i> | The Infinite Game - <i>Sinek</i> |
| Six Frigates – <i>Toll</i> | The Leader's Bookshelf - <i>Stavridis</i> | What is it Like to go to War - <i>Marlantes</i> |

CAPABILITIES

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information. | | |
|---|-------------------------------------|-------------------------------------|
| Foundational | Advanced | Capstone |
| AI Basics - <i>Taulli</i> | Fifth Domain: Cyber - <i>Clarke</i> | Deep Thinking: AI - <i>Kasparov</i> |
| Army of None - <i>Scharre</i> | Human Compatible - <i>Russell</i> | Four Global Forces - <i>Dobbs</i> |
| Burn-In - <i>Singer</i> | New Rules of War - <i>McFate</i> | Genius Weapons - <i>DeMonte</i> |
| The Future of War - <i>Freedman</i> | The Perfect Weapon - <i>Sanger</i> | Inevitable - <i>Kelly</i> |
| The Next 100 Years - <i>Friedman</i> | | |

CAPACITY

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Fearless-SEAL Team Six - <i>Blehm</i> | American Naval Thinking - <i>Haynes</i> | End of Grand Strategy - <i>Dombrowski</i> |
| One Nation Under Drones - <i>Jackson</i> | Fleet Tactics - <i>Hughes</i> | Our Robots Our Selves - <i>Mindell</i> |
| The Fleet at Flood Tide - <i>Hornfischer</i> | Just and Un-Just Wars - <i>Walzer</i> | Second Most Powerful Man - <i>O'Brien</i> |
| Tin Can Sailors - <i>Hornfischer</i> | Seapower - <i>Stavridis</i> | The Future of Violence - <i>Wittes</i> |

SAILORS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Dichotomy of Leadership - <i>Willink</i> | A Tactical Ethic - <i>Couch</i> | Fortune Favors Boldness - <i>Costello</i> |
| Ego is the Enemy - <i>Holiday</i> | Character Gap - <i>Miller</i> | No Pity - <i>Shapiro</i> |
| How to be an Anti-Racist - <i>Kendi</i> | Fed Up - <i>Hartley</i> | Road to Character - <i>Brooks</i> |
| Tiny Habits - <i>Fogg</i> | Military Ethics - <i>Lucas</i> | The Honest Truth about Dishonesty - <i>Aire</i> |
| We Can't Talk About That at Work - <i>Winters</i> | Sexual Minorities and Politics - <i>Pierceson</i> | The New Jim Crow - <i>Alexander</i> |
| | Start with Why - <i>Sinek</i> | |

MCPON's Suggested Reading

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information. | | |
|---|--|--|
| Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading. | | |
| A Call to Conscience - <i>Carson, Shepard, Young</i> | Happiness Advantage - <i>Achor</i> | Starship Troopers - <i>Heinlein</i> |
| Blink: Power of Thinking - <i>Gladwell</i> | Jonathan L. Seagull - <i>Bach</i> | Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i> |
| Brave New World - <i>Huxley</i> | Only Women in the Room - <i>Benedict</i> | The Captain Class - <i>Walker</i> |
| Cannonball! - <i>Yates</i> | Overcome - <i>Redman</i> | The Good Shepherd - <i>Forester</i> |
| Class 11 - <i>Waters</i> | Perform Under Pressure - <i>Evans</i> | The Old Man's Trail - <i>Campbell</i> |
| Descent Into Darkness - <i>Raymer</i> | Run Silent, Run Deep - <i>Beach</i> | Tragedy at Honda Point - <i>Lockwood</i> |
| Duty: A Memoir - <i>Gates</i> | Shoot the Women First - <i>MacDonald</i> | We Die Alone - <i>Howarth</i> |

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

SCPO RECOMMENDED COMMUNITY READING

| Title | Completed |
|---|-----------|
| Admiral John H. Towers – The Struggle for Naval Air Supremacy <i>by Reynolds</i> | |
| Authors at Sea <i>by Shenk</i> | |
| Decision and Dissent with Halsey at Leyte Gulf <i>by Solberg</i> | |
| Run Silent/Run Deep <i>by Beach</i> | |
| The First Team – Pacific Naval Air Combat from Pearl Harbor to Midway <i>by Lundstrom</i> | |
| The United States Sailors: A History <i>by Simmons</i> | |
| Victory at Sea – World War II in the Pacific <i>by Dunnigan</i> | |



Gunner's Mate Master Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---------------------------------------|-----------------|------------|---------------|----------------|
| Gunner's Mate "A" School ¹ | Great Lakes, IL | A-100-0094 | 70 days | |

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|------------------------------------|-----------------|----------------|---------------|----------------|
| As Required by Billet ¹ | | | | |

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|-------------------|----------------|---------------|----------------|
| V66B - MK 41 VLS Advanced Tech ¹ | Port Hueneme, CA | S-121-1000 | 82 days | |
| 8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) ¹ | Newport, RI | A-570-4500 | 12 days | |
| 805A - Navy Instructor Training Course (NITC) ¹ | Various Locations | A-012-0077 | 19 days | |

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Coordinates and manages departmental ordnance safety program and the overhaul and repair of shipboard weapons systems; prepares operating budget and monitors expenditures; prepares periodic reports concerning equipment performance and maintenance; forecasts future requirements; establishes goals and objectives, plans, organizes, implements, and controls activities.

RECOMMENDED BILLET ASSIGNMENTS

Various

Other opportunities:

- Command Master Chief
- Rating Lead
- Instructor/Facilitator
- 3-M Coordinator
- CMEO/EOA
- DAPA
- CACO
- Detailer
- Joint Assignments
- GWOT Support Assignments

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

| | | | |
|--|----------------------|---|----------------------|
| Command Address: | <input type="text"/> | QD Phone Number: | <input type="text"/> |
| Mobilization UIC: | <input type="text"/> | | |
| Naval Reserve Activity: | <input type="text"/> | | |
| Commanding Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Executive Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Command Master Chief: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Department Head: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Division Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Chief Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Sponsor/Mentor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Depart/Division Career Counselor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Date of Initial Entry to Military Service (DIEMS): | <input type="text"/> | Date of Initial Entry Reserve Forces (DIERF): | <input type="text"/> |
| Pay Entry Base Date (PEBD): | <input type="text"/> | | |
| ADSD: | <input type="text"/> | Report Date: | <input type="text"/> |
| EAOS/EOS: | <input type="text"/> | PRD: | <input type="text"/> |
| SEA / SHORE: | <input type="text"/> | / | <input type="text"/> |
| HYT Date: | <input type="text"/> | Security Clearance Level: | <input type="text"/> |
| Date Last updated: | <input type="text"/> | | |
| Command INDOC complete: | <input type="text"/> | | |

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

QUALIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (N/A if not required) |
|--|-------------|--|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 303 Work Center Supervisor | | |
| 3M 304 LCPO/Division Officer | | |
| Section Leader | | |
| Officer of the Deck (OOD) (In Port) | | |
| Command Duty Officer (CDO) | | |
| Junior Officer of the Deck (JOOD) | | |
| Officer of the Deck (OOD) (At Sea) | | |
| Personnel Qualification Standard | | |

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

| Warfare qualification programs | Report Date | Completion Date (N/A if not required) |
|----------------------------------|-------------|--|
| Aviation Warfare Specialist | | |
| Surface Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (N/A if not required) |
|---|-------------|--|
| | | |

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the GM-Gunner's Mate rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Target Paygrade | Certifying Agency | Credential Title | Date Completed |
|-----------------|--|---|----------------|
| E7 | American Society for Quality (ASQ) | Certified Manager of Quality/Organizational Excellence (CMQ/OE) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Associate Safety Professional (ASP) | |
| E5 | Board of Certified Safety Professionals (BCSP) | Certified Safety Professional (CSP) | |
| E4 | Certifying Technical Employee Competence (CertTEC) | Basic Electricity and Electronics - Direct Current (BEE-DC) | |

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

| Certifying Agency | Credential Title | Date Completed |
|---|---|----------------|
| American Society for Quality (ASQ) | Certified Manager of Quality/Organizational Excellence (CMQ/OE) | |
| American Society for Quality (ASQ) | Certified Quality Engineer (CQE) | |
| American Society for Quality (ASQ) | Certified Reliability Engineer (CRE) | |
| American Society for Quality (ASQ) | Master Black Belt Certification (MBB) | |
| American Society for Quality (ASQ) | Quality Auditor Certification (CQA) | |
| American Society for Quality (ASQ) | Six Sigma Black Belt (CSSBB) | |
| Computing Technology Industry Association (CompTIA) | CompTIA Project+ | |
| Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Black Belt (ICBB) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Green Belt (ICGB) | |
| International Association for Six Sigma Certification (IASSC) | Certified Lean Six Sigma Yellow Belt (ICYB) | |
| Project Management Institute (PMI) | Certified Associate in Project Management (CAPM) | |
| Project Management Institute (PMI) | PMI Agile Certified Practitioner (PMI-ACP) | |
| Project Management Institute (PMI) | PMI Professional in Business Analysis (PMI-PBA) | |
| Project Management Institute (PMI) | PMI Scheduling Professional (PMI-SP) | |
| Project Management Institute (PMI) | Portfolio Management Professional (PfMP) | |
| Project Management Institute (PMI) | Program Management Professional (PgMP) | |
| Project Management Institute (PMI) | Project Management Professional (PMP) | |
| Resilience-Building Leader Program | Resilience-Building Leadership Professional (RBLP) | |

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the GM-Gunner's Mate rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

| Rank | Apprenticeship | Date Completed |
|---------|------------------------|----------------|
| E1 - E9 | Computer Operator | |
| | Electronics Technician | |

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the GM-Gunner's Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Occupation (Civilian Employer) |
|---|
| Aircraft Mechanics and Service Technicians |
| Electrical and Electronic Engineering Technologists and Technicians |
| Electronics Engineers, Except Computer |
| Explosives Workers, Ordnance Handling Experts, and Blasters |
| First-Line Supervisors of Mechanics, Installers, and Repairers |
| Helpers--Installation, Maintenance, and Repair Workers |
| Inspectors, Testers, Sorters, Samplers, and Weighers |
| Production, Planning, and Expediting Clerks |
| Training and Development Managers |
| Transportation, Storage, and Distribution Managers |

| Occupation (Federal Employer) |
|--|
| 0856 - Electronics Technical Series |
| 2606 - Electronic Industrial Controls Mechanic |
| 2608 - Electronic Digital Computer Mechanic |
| 2610 - Electronic Integrated Systems Mechanic |
| 4749 - Maintenance Mechanic |
| 6511 - Missile/Toxic Materials Handling |
| 6610 - Small Arms Repairing |
| 6641 - Ordnance Equipment Mechanic |
| 6656 - Special Weapons Systems Mechanic |
| 8255 - Pneudraulic Systems Mechanic |
| 9944 - Electronics Technician |

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

| <u>15 Months</u> | <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>Orders Received</u> |
|---|---|------------------------------|---|-----------------------------------|
| MNA <input type="text"/> | MNA <input type="text"/> | MNA <input type="text"/> | Accept Orders <input type="text"/> | Screening <input type="text"/> |
| Exception Family Member <input type="text"/> | Exception Family Member <input type="text"/> | Eval <input type="text"/> | Reverse Sponsor <input type="text"/> | Obligate <input type="text"/> |
| Mil to Mil <input type="text"/> | | | Relocation (FFSC) <input type="text"/> | Bonus <input type="text"/> |
| Family Care Plan <input type="text"/> | | | Medical/Dental <input type="text"/> | |
| Continuous Overseas Tours (COT) <input type="text"/> | | | | |
| Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/> | | | | |

SELRES TRANSFER:

| <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>3 Months</u> | <u>Orders Received</u> |
|--|--|--|--|-------------------------|
| MNA [redacted] (verify account access) | MNA [redacted] (extend in current field) | MNA [redacted] (apply for billets) | MNA [redacted] (apply for billets) | Sign Eval [redacted] |
| Family Care Plan [redacted] | | Start Eval [redacted] | | |
| Mil to Mil [redacted] | | Reverse Sponsor [redacted] | | |
| | | Incentives/EOS opportunities [redacted] | | |

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

| <u>18 -12 months</u> | <u>6 months</u> | <u>90 days</u> | <u>30 days</u> |
|--|--|------------------------------------|-------------------------------|
| TAP* [redacted] | MED/DEN [redacted] | Copy of Records [redacted] | Copy of Records [redacted] |
| Complete DD 2648 [redacted] | Relocation [redacted] | Official Record CD [redacted] | PSD [redacted] |
| Transition Planning [redacted] | Relocation Services (FFSC) [redacted] | Arrange Ceremony [redacted] | MED/DEN [redacted] |
| Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i> | Reserve Affiliation [redacted] | Request Leave / PTDY [redacted] | DD 214* [redacted] |
| | VA/DVA [redacted] | | |

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (MCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

MCPO REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---------------------------|----------------------|------------------------------|----------------|
| Joint Professional Military Education (JPME) | War College | Military DON / PME | 40 hrs | |
| Senior Enlisted Academy ⁴ | Newport RI | P-920-1300 | 3 weeks (DL) / 3 weeks (F2F) | |
| Ethics Training | Command Delivered | | | |
| Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) ³ | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Records Management | Command Delivered/MNP | DOR-RM-010-1.2 | | |
| Privacy Act | Command Delivered | | | |
| Suicide Prevention ³ | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Antiterrorism Level 1 ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------|-----------------|------------|---------------|----------------|
| None | | | | |

MCPO RECOMMENDED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|-----------------------------|-------------------------------|---------------|----------------|
| ADAMS for Leaders | Various | S-501-0130 | 8 hrs | |
| Primary Enlisted Professional Military Education (PEPME) | Navy e-Learning | Military DON/ PME | 60 hrs | |
| Block 1 Primary EPME - Introduction | Navy e-Learning | NWC-PPME-SENL-B1 | | |
| Block 2 Primary EPME - The Culture of the Navy | Navy e-Learning | NWC-PPME-SENL-B2 | | |
| Block 3 Primary EPME - Governance of the Navy | Navy e-Learning | NWC-PPME-SENL-B3 | | |
| Block 4 Primary EPME - How the Navy Thinks About War | Navy e-Learning | NWC-PPME-SENL-B4 | | |
| Block 5 Primary EPME - How the Navy Plans its Operations | Navy e-Learning | NWC-PPME-SENL-B5 | | |
| Block 6 Primary EPME - Technology in the Maritime Domain | Navy e-Learning | NWC-PPME-SENL-B6 | | |
| Block 7 Primary EPME - PME Conclusion | Navy e-Learning | NWC-PPME-SENL-B7 | | |
| Joint Professional Military Education (JPME) | Navy e-Learning | JKDDC-SNCO-2 | 60 hrs | |
| Senior Enlisted Leadership Development Guide | Navy e-Learning | | | |
| CMDCM/COB Leadership Course (Must have fleet recommendation) | MNP/Classroom (Newport, RI) | CPPD/NETC CMDCM-9580 COB-9579 | | |
| Demonstrating Ethical Leadership | Navy e-Learning | NCSC-ILC-01-0004 | | |
| Culture | Navy e-Learning | Foreign Language and Culture | 45 hrs | |
| Selection Board Members and Recorders ⁴ | TWMS | | 1 hour | |
| Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹ | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Combating Trafficking of Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-3.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Electromagnetic Maneuver Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity, Harassment, and Resolution Options | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORMTC-1.0 | | |
| Operations Security | Command Delivered/ MNP | NOST-USOPSEC-3.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM-1.0 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Stress Management | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Traumatic Brain Injury | Command Delivered | | | |
| Privacy Act | Command Delivered | DON-PRIV-2.0 | | |
| Antiterrorism Level I ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Tactical Combat Casualty Care All Service Member/Tier 1 | Command Delivered | B-300-2010 | | |
| Financial Management ³ | Command Delivered | | | |

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

4 - Required for selection board members and recorders

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

MCPO RECOMMENDED RESERVE PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-------------------|----------------------|---------------|----------------|
| Navy Reserve Unit Management (E7-E9) | NRPDC New Orleans | R-7A-0031 | 5 days | |
| Reserve Senior Enlisted Management (E7-E9) | NRPDC New Orleans | R-551-0001 | 12 days | |
| Navy Reserve Fundamentals Course (E1-E9) | Navy e-Learning | NAVRESFOR-NRF-3.0 | | |
| Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9) | NRPDC New Orleans | R-510-5514 | 5 days | |
| Reserve Medical Administration (E1-E7) | NRPDC New Orleans | R-500-0007 | 5 days | |
| Reserve Pay and Personnel Management (E1-E9) | NRPDC New Orleans | R-500-0020 | 5 days | |
| Reserve Supply and Fiscal Support NEC S05A (E5-E7) | NRPDC New Orleans | R-551-0010 | 12 days | |
| Reserve Career Information (E5-E8) | NRPDC New Orleans | R-501-0005 | 12 days | |
| Naval Reserve Center Commanding Officer (E7-E9) | Navy e-Learning | CNRFC-COOIC-1.0 /DoN | 8 hrs | |
| Guidance for Mobilization | Navy e-Learning | CNRFC-GMB-1.1 /DoN | 4 hrs | |
| Military Sealift Command 101 | Navy e-Learning | CNRFC-MS101 /DoN 1.1 | 24 hrs | |

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

MCPO RECOMMENDED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------|-----------------|------------|---------------|----------------|
| None | | | | |

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Ghost Fleet – <i>Singer</i> | Matterhorn - <i>Marlantes</i> | Leaders Eat Last - <i>Sinek</i> |
| Guide to Maritime Strategy – <i>Holmes</i> | Red Star Over the Pacific - <i>Holmes & Yoshihara</i> | Mindset: Psych of Success - <i>Dweck</i> |
| Neptune's Inferno - <i>Hornfischer</i> | Seapower: Guide for 21st Century - <i>Till</i> | The Infinite Game - <i>Sinek</i> |
| Six Frigates – <i>Toll</i> | The Leader's Bookshelf - <i>Stavridis</i> | What is it Like to go to War - <i>Marlantes</i> |

CAPABILITIES

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information. | | |
|---|-------------------------------------|-------------------------------------|
| Foundational | Advanced | Capstone |
| AI Basics - <i>Taulli</i> | Fifth Domain: Cyber - <i>Clarke</i> | Deep Thinking: AI - <i>Kasparov</i> |
| Army of None - <i>Scharre</i> | Human Compatible - <i>Russell</i> | Four Global Forces - <i>Dobbs</i> |
| Burn-In - <i>Singer</i> | New Rules of War - <i>McFate</i> | Genius Weapons - <i>DeMonte</i> |
| The Future of War - <i>Freedman</i> | The Perfect Weapon - <i>Sanger</i> | Inevitable - <i>Kelly</i> |
| The Next 100 Years - <i>Friedman</i> | | |

CAPACITY

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Fearless-SEAL Team Six - <i>Blehm</i> | American Naval Thinking - <i>Haynes</i> | End of Grand Strategy - <i>Dombrowski</i> |
| One Nation Under Drones - <i>Jackson</i> | Fleet Tactics - <i>Hughes</i> | Our Robots Our Selves - <i>Mindell</i> |
| The Fleet at Flood Tide - <i>Hornfischer</i> | Just and Un-Just Wars - <i>Walzer</i> | Second Most Powerful Man - <i>O'Brien</i> |
| Tin Can Sailors - <i>Hornfischer</i> | Seapower - <i>Stavridis</i> | The Future of Violence - <i>Wittes</i> |

SAILORS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information. | | |
|---|---|---|
| Foundational | Advanced | Capstone |
| Dichotomy of Leadership - <i>Willink</i> | A Tactical Ethic - <i>Couch</i> | Fortune Favors Boldness - <i>Costello</i> |
| Ego is the Enemy - <i>Holiday</i> | Character Gap - <i>Miller</i> | No Pity - <i>Shapiro</i> |
| How to be an Anti-Racist - <i>Kendi</i> | Fed Up - <i>Hartley</i> | Road to Character - <i>Brooks</i> |
| Tiny Habits - <i>Fogg</i> | Military Ethics - <i>Lucas</i> | The Honest Truth about Dishonesty - <i>Aire</i> |
| We Can't Talk About That at Work - <i>Winters</i> | Sexual Minorities and Politics - <i>Pierceson</i> | The New Jim Crow - <i>Alexander</i> |
| | Start with Why - <i>Sinek</i> | |

MCPON's Suggested Reading

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information. | | |
|---|--|--|
| Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading. | | |
| A Call to Conscience - <i>Carson, Shepard, Young</i> | Happiness Advantage - <i>Achor</i> | Starship Troopers - <i>Heinlein</i> |
| Blink: Power of Thinking - <i>Gladwell</i> | Jonathan L. Seagull - <i>Bach</i> | Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i> |
| Brave New World - <i>Huxley</i> | Only Women in the Room - <i>Benedict</i> | The Captain Class - <i>Walker</i> |
| Cannonball! - <i>Yates</i> | Overcome - <i>Redman</i> | The Good Shepherd - <i>Forester</i> |
| Class 11 - <i>Waters</i> | Perform Under Pressure - <i>Evans</i> | The Old Man's Trail - <i>Campbell</i> |
| Descent Into Darkness - <i>Raymer</i> | Run Silent, Run Deep - <i>Beach</i> | Tragedy at Honda Point - <i>Lockwood</i> |
| Duty: A Memoir - <i>Gates</i> | Shoot the Women First - <i>MacDonald</i> | We Die Alone - <i>Howarth</i> |

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

MCPO RECOMMENDED COMMUNITY READING

| Title | Completed |
|---|-----------|
| Admiral John H. Towers – The Struggle for Naval Air Supremacy <i>by Reynolds</i> | |
| Authors at Sea <i>by Shenk</i> | |
| Decision and Dissent with Halsey at Leyte Gulf <i>by Solberg</i> | |
| Run Silent/Run Deep <i>by Beach</i> | |
| The First Team – Pacific Naval Air Combat from Pearl Harbor to Midway <i>by Lundstrom</i> | |
| The United States Sailors: A History <i>by Simmons</i> | |
| Victory at Sea – World War II in the Pacific <i>by Dunnigan</i> | |



ALL PAYGRADES VOLUNTARY EDUCATION



Note: Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>

How do I get started?

You already have. All your training up to this point is part of your Gunner's Mate Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR GM

| Recommended Associates' degrees for the Seaman |
|--|
| Science, Math, and Technology |
| Applied Science |

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR GM

| Recommended Bachelors/Masters degrees for the Seaman |
|--|
| Engineering technology |
| General Studies |

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

SAMPLE DEGREE PLAN

Empire State College Associate in Science, Math and Technology Degree

Degree Requirements

| | | |
|---|---|--|
| School: Empire State College | E-Mail: Linda.Frank@esc.edu | Institution Unique Graduate Requirements |
| Degree: AS in Science, Math and Technology | Phone: 1 800 867-5941 | 24 Credit Hours must be taken at ESC, 32 of the degree credits designated as liberal studies, 21 of the degree credits must meet general education requirements, 4 credits in Educational Planning, maximum of 40 transfer credits |
| Major: Computer Information Systems | Fax: 518 587-2660 | |
| Emphasis: | | |
| Rating: GM Gunner's Mate | | Tuition and Fees |

| WHAT IS REQUIRED? Degree Requirements | | WHAT YOU HAVE! Navy Credit Awarded by: Empire State College | | | | | | | |
|--|-----------------------|--|-----|-----|-----|-----|-----|------|------|
| CURRICULUM DEGREE REQUIREMENTS | Credit Hours Required | | E3 | E4 | E5 | E6 | E7 | E8 | E9 |
| | | | Sea | GM3 | GM2 | GM1 | GMC | GMCS | FCMC |
| | | ACE RECOMMENDED CREDIT | | | | | | | |
| GENERAL EDUCATION REQUIREMENTS (Math, Natural Science, Social Science, American History, Western Civilization, Other World Civilizations, Humanities, The Arts, Foreign Language, Basic Communication, Critical Thinking, Information Management Infusion) | 25 | RECRUIT TRAINING | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| | | A SCHOOL (3/91 to present) | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| | | RATING CREDIT | 7 | 17 | 24 | 27 | 33 | 35 | 37 |
| | | TOTAL RECOMMENDED HOURS | 20 | 30 | 37 | 40 | 46 | 48 | 50 |
| Educational Planning (4) | | | | | | | | | |
| Nautical Science | | | | | | | | | |
| MAJOR (Computer Information Systems)* | 20-29 | | | | | | | | |
| Digital Principles | | | | | | | | | |
| Electronics | | | | | | | | | |
| Hydraulics | | | | | | | | | |
| Computer Systems | | | | | | | | | |
| FREE ELECTIVES* | 10-19 | | | | | | | | |
| Courses of your choice | | | | | | | | | |
| | | | | | | | | | |
| TOTAL REQUIRED HOURS | 64 | TOTAL APPLIED HOURS | 10 | 20 | 27 | 30 | 30 | 30 | 30 |

WHAT YOU MUST DO TO FINISH YOUR DEGREE!

*range in credits in major and electives depend upon transfer credits.

General Ed: See [approved list](#) of courses to choose from.

Major: See [course catalog](#) for course descriptions.

Issues in Telecommunications (4) Voice or Data Communications (4)

Systems Analysis and Design(4) Computer Information Systems (4)

JAVA Programming (4)

Thomas Edison State College Associate in Applied Science Degree

Degree Requirements

| | | |
|--|--|---|
| School: Thomas Edison State College | e-mail: admissions@tesc.edu | Graduation Requirements 9 credit hrs. must be completed at Thomas Edison State College. Maintain a GPA of 2.0. |
| Degree: Associate in Applied Science | Phone: (888) 442-8372 | |
| Major: Applied Electronic Studies | Fax: (609) 984-8447 | |
| Emphasis: Electronic Systems | Rating: GM Gunner's Mate | Tuition: \$199/ credit hour |

| WHAT IS REQUIRED? Degree Requirements | | WHAT YOU HAVE Navy credit awarded by Thomas Edison State College | | | | | | | |
|---|-----------------------|---|----|----|----|----|----|----|----|
| CURRICULUM DEGREE REQUIREMENTS | Credit Hours Required | | E3 | E4 | E5 | E6 | E7 | E8 | E9 |
| GENERAL EDUCATION REQUIREMENTS | 21 | ACE RECOMMENDED CREDIT | | | | | | | |
| English Composition | 6 | Total ACE recommended hours | 16 | 26 | 33 | 39 | 44 | 46 | 48 |
| Humanities | 3 | | | | | | | | |
| Social Science | 3 | | | | | | | | |
| Mathematics Requirement | 3 | | | | | | | | |
| General Ed Electives | 6 | | | | | | | | |
| MAJOR AREA OF STUDY (Electronic Systems) | 21 | | | | | | | | |
| FREE ELECTIVES (Courses of your choice). Excess Military Credits may be applied to Free Electives | 18 | | | | | | | | |
| TOTAL REQUIRED HOURS | 60 | TOTAL HOURS APPLIED TO DEGREE | 16 | 27 | 32 | 39 | 39 | 39 | 39 |

Contact your local Navy College Office, <https://www.navycollege.navy.mil/> or Thomas Edison State College, admissions@tesc.edu for Educational Advising.

This is a sample and a Sailor's actual credit award may vary depending on the ACE recommendation in effect at the time of their training. A Sailor's individual credit award will be completed at the time of application to the College.

Old Dominion University Bachelor of Science in Engineering Technology

Degree Requirements

| | | | | | | | | | |
|---|--|--|-----|-----|-----|-----|-----|-----|-----|
| Old Dominion University | Office: Distance Learning/ Military Programs | Institution Unique Graduation Requirements 30 Credit Hours or 25% of the degree must be taken in Old Dominion University courses. Minimum cumulative GPA of 2.0. Exit Examination of Writing Proficiency is required. | | | | | | | |
| Bachelor of Science in Engineering Technology | E-Mail: navycollege@odu.edu | Cost Per Credit Hour: View http://www.odu.edu/webroot/orgs/af/fin/fin.nsf | | | | | | | |
| Major: General Engineering Technology Minor: Engineering Mgmt. | Phone: 757- 683- 3163 or 800 - 968- 2638 (toll free) | Note: A maximum of 60 semester credit hours will be awarded for military training. In addition, B.S.E.T. students may obtain credit for general education requirements through CLEP or DANTES testing. | | | | | | | |
| Rating: Gunner's Mate (GM) | | Fax: 757- 683- 3176 | | | | | | | |
| WHAT IS REQUIRED? Degree Requirements | | WHAT YOU HAVE! Navy Credit Awarded by: Old Dominion University | | | | | | | |
| CURRICULUM DEGREE REQUIREMENTS | Credit Hours Req'd | ACE RECOMMENDED CREDIT | E-3 | E-4 | E-5 | E-6 | E-7 | E-8 | E-9 |
| Lower Division General Education | 42-48 | Recruit Training | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Lower Division Tech Base | 24 | A School | 7 | 7 | 7 | 7 | 7 | 7 | |
| Lower Division Technical Electives | 3-9 | Rating credit | 7 | 17 | 24 | 27 | 33 | 35 | 37 |
| Upper Division Major | 27 | TOTAL HOURS RECOMMENDED | 10 | 27 | 34 | 37 | 43 | 45 | 47 |
| Upper Division Minor | 12 | TOTAL HOURS AWARDED | 10 | 27 | 34 | 37 | 43 | 45 | 47 |
| Upper Division Technical Electives | | | | | | 6 | | | |
| Total Hours Required | | | | | | 120 | | | |

Fort Hays State University Bachelor of General Studies Degree

Degree Requirements

| Degree Requirements | | Navy Credit Awarded | | | | | | | |
|--------------------------------|---------------------|------------------------|------------------|-----|-----|-----|-------|-----|-----|
| Curriculum Degree Requirements | Credit Hrs Required | | E-3 | E-4 | E-5 | E-6 | E-7 | E-8 | E-9 |
| General Education Requirements | | | | | | | | | |
| English Comp I & II | 6 | | | | | | | | |
| Computer Literacy | 3 | | | | | | | | |
| Humanities | 12 | | | | | | | | |
| Social & Behavioral Science | 12 | | | | | | | | |
| Natural Science & Math | 12 | | | | | | | | |
| Major (Military Specialty) | | ACE Recommended Credit | | | | | | | |
| Recruit Training | | Recruit Training | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| | | A School | 9 | 9 | 9 | 9 | 9 | 9 | 9 |
| | | Rating Credit | 7 | 17 | 24 | 27 | 33 | 35 | 37 |
| Total Applied Hours | | Total Recommended Hrs | 19 | 29 | 36 | 39 | 45 | 47 | 49 |
| Free Electives | | | 19 | 22 | 27 | 30 | 36 | 38 | 40 |
| Emphasis | 21 | | 0 | 7 | 9 | 9 | 9 | 9 | 9 |
| Total Required Hours | 124 | Total Applied Hours | 19 | 29 | 36 | 39 | 45 | 47 | 49 |
| E-5 Degree Requirements* | | Liberal Arts | Non-Liberal Arts | | | | Total | | |
| General Education | Navy | 0 | 0 | | | | 45 | | |
| | College/University | 45 | 0 | | | | | | |
| Emphasis | Navy | 9 | 0 | | | | 21 | | |
| | College | 12 | 0 | | | | | | |
| Navy Electives | | 12 | 15 | | | | 37 | | |
| Liberal Arts Electives | College/University | 2 | 0 | | | | 2 | | |
| Free Electives | College/University | | | | | | 19 | | |
| Minimum Needed | | 80 | | | | | 124** | | |
| | | | | | | | | | |

General Education Required Courses

| | |
|---|---|
| English Composition (English Composition I and II)..... | 6 |
| Computer Literacy Course..... | 3 |

Distribution Courses (3 Departments must be represented in each area)

| | |
|---|----|
| Humanities | 12 |
| Art, Communication, English, Modern Languages, Multiculturalism, Music and Philosophy | |
| Natural Sciences and Mathematics | 12 |
| Biological Sciences, Chemistry, Geosciences (Geography and Geology), Mathematics & Computer Science and Physics | |
| Social and Behavioral Sciences | 12 |
| Economics, History, Multiculturalism, Political Science, Psychology and Sociology | |

Concentration

| | |
|----------------------------|----|
| Area of Concentration..... | 21 |
| Open Electives..... | 58 |

Total Hours Required for Degree..... 124

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: <https://diversity.defense.gov>
- DOD Diversity and Inclusion Management Program DODI 1020.05(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2